



ITEMPO Offline Transaction System User's Guide

Version 1.3

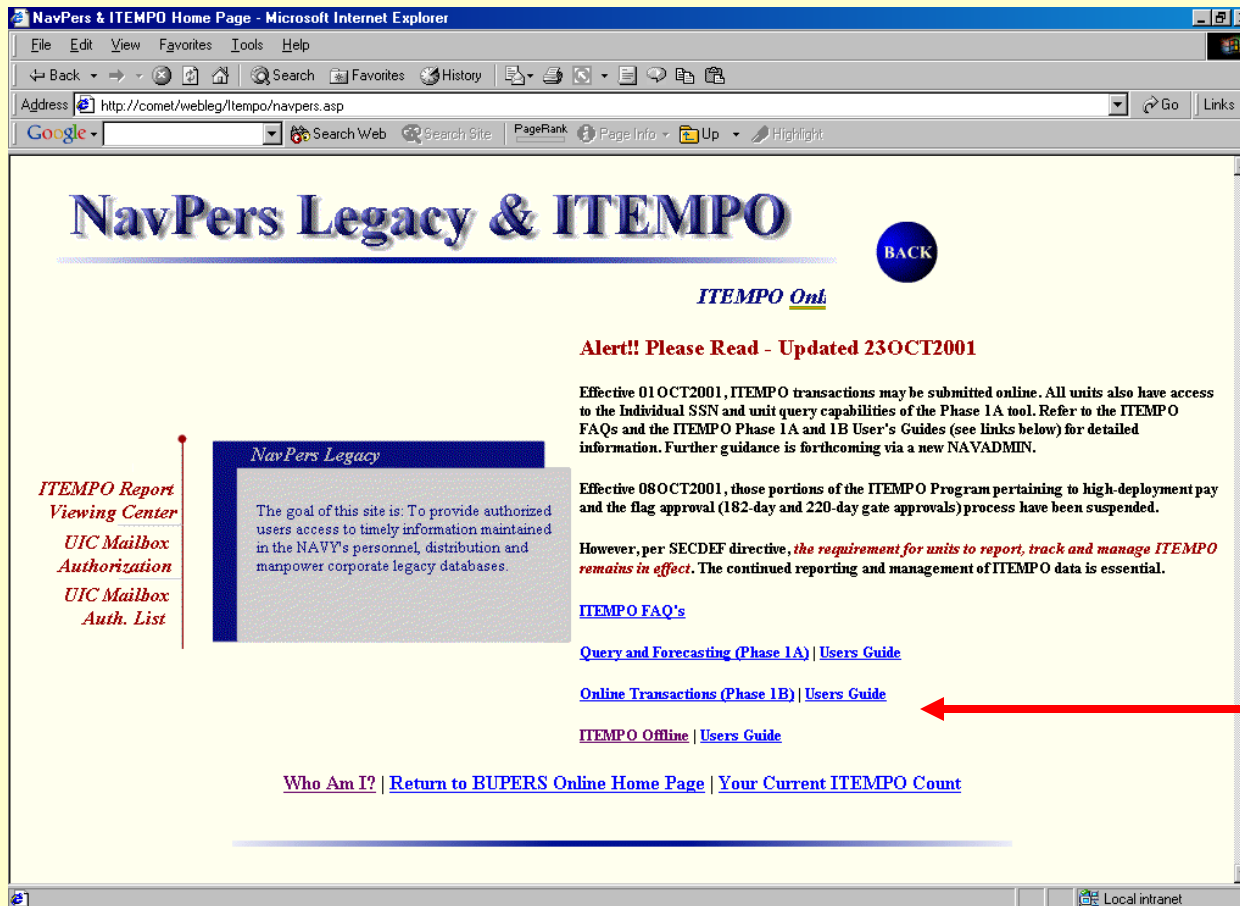
2 October 2002

Introduction

- **ITEMPO Offline System**

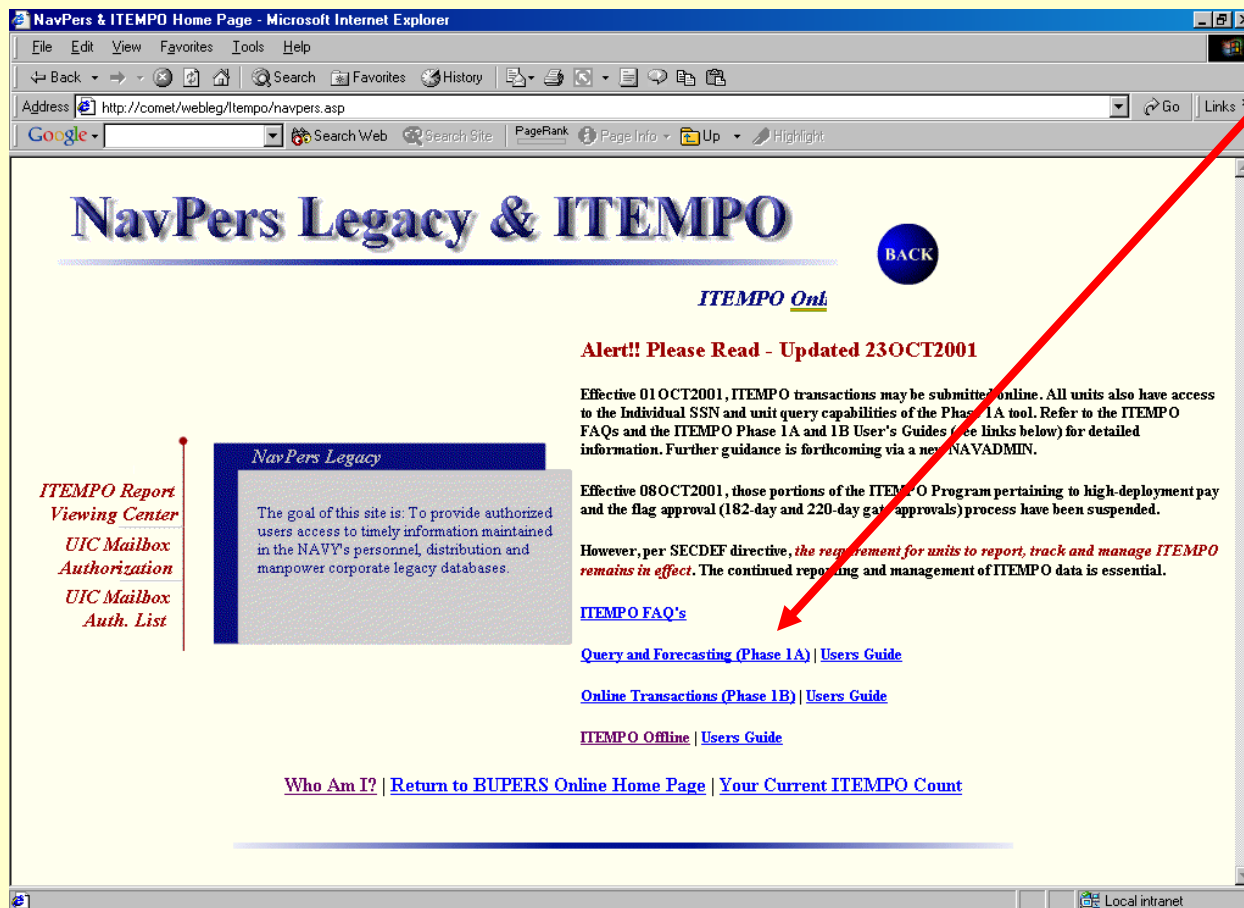
- ITEMPO software that can be used by deployable units on stand-alone PCs or local Local Area Networks (LANs).
- Has same system functionality to build ITEMPO events as the ITEMPO Online System.
- All ITEMPO events are built in an offline environment.
- ITEMPO events created by this software can be released by:
 - Connecting to the Internet and 'bursting' the file in just a few seconds of connectivity.
 - Creating a Diary Message Reporting System (DMRS) Naval message. The software creates the message for release.
- The ITEMPO **Online** System should always be used as the primary methodology for submitting ITEMPO events.
 - This ITEMPO Offline System software should be used only when web connectivity is problematic for the unit.

Downloading ITEMPO Offline



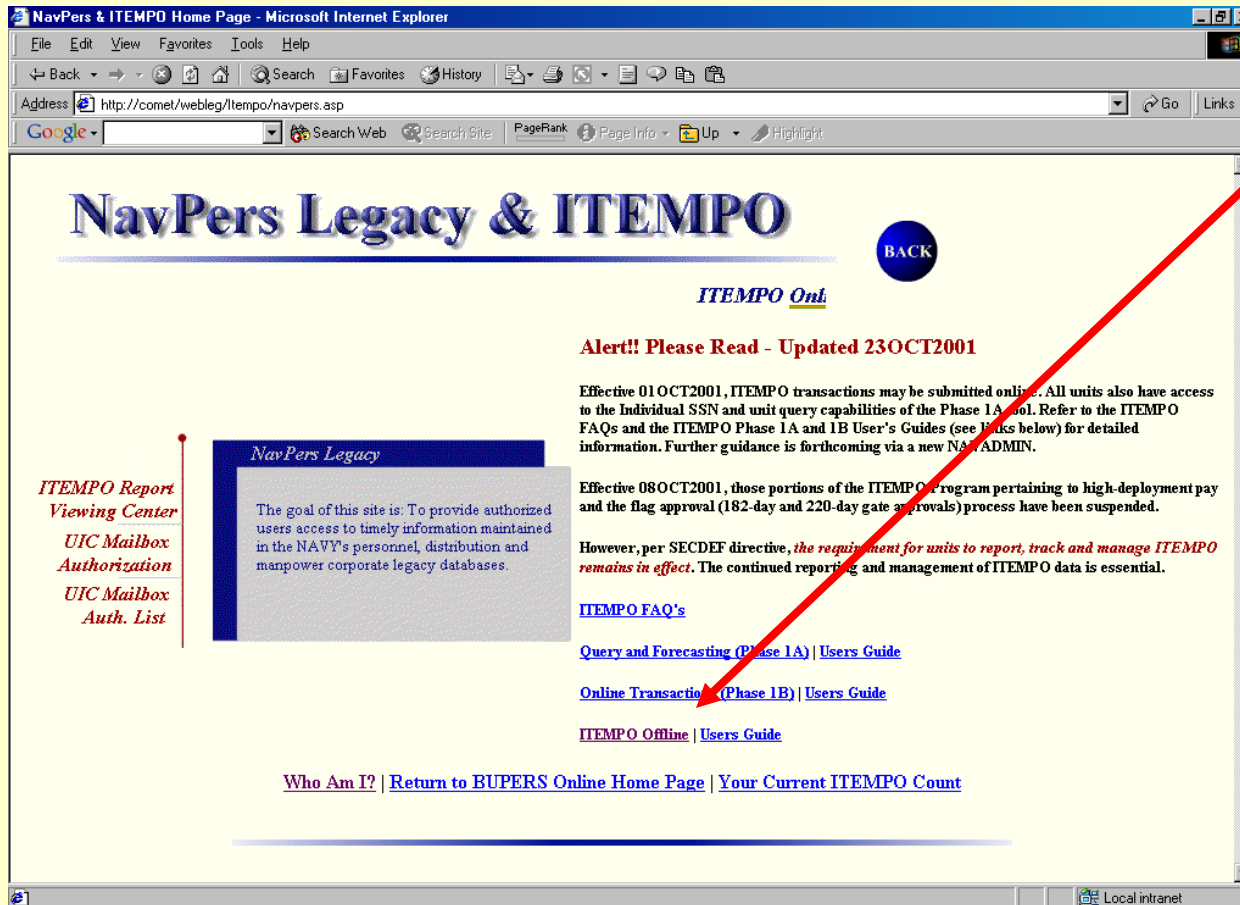
To begin downloading ITEMPO Offline, log onto www.bol.navy.mil and enter the NavPers Legacy & ITEMPO application. If you are an authorized³ releaser you

Downloading ITEMPO Offline



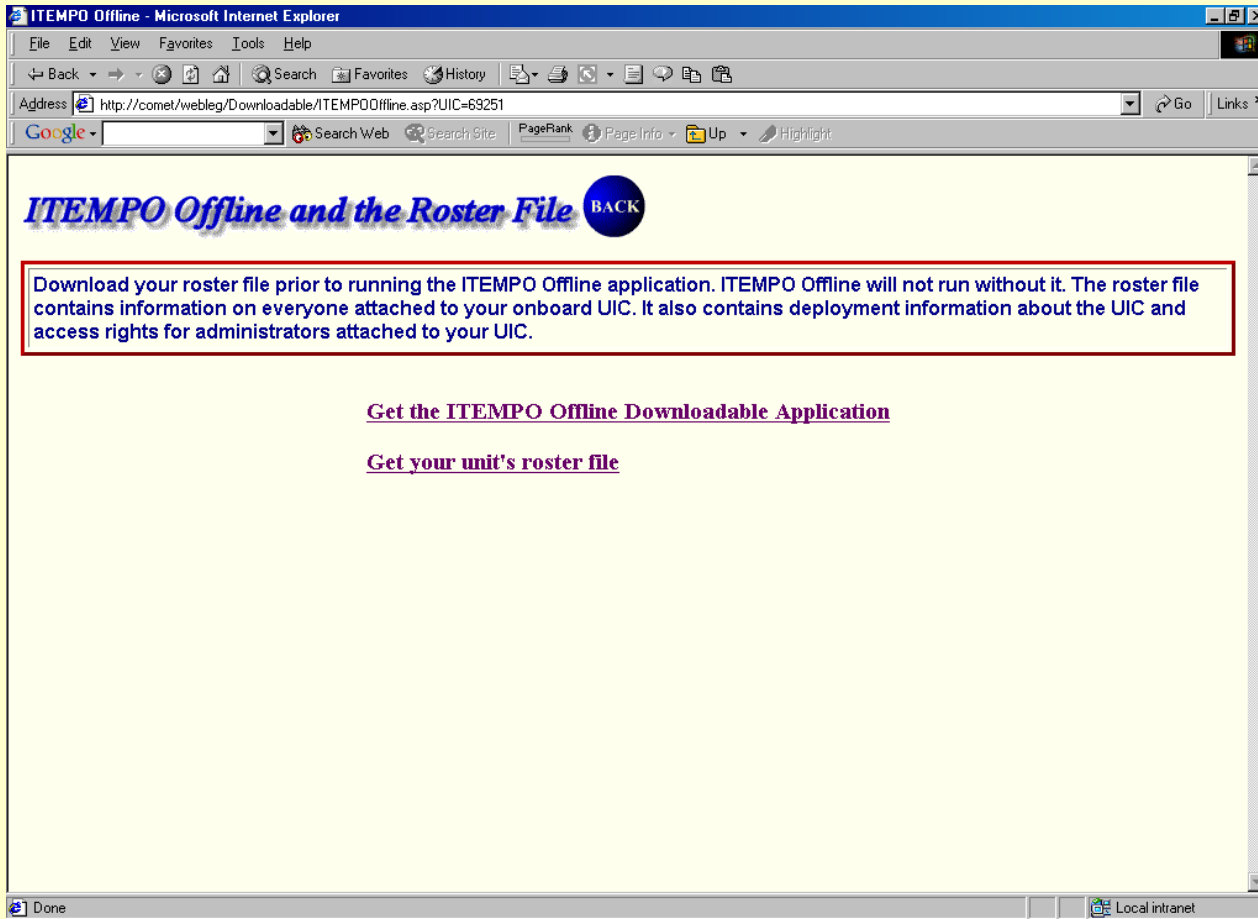
If the links are not available, you should get an ITEMPO releaser to download ITEMPO Offline or have an authorized administrator grant you releaser privileges

Downloading ITEMPO Offline



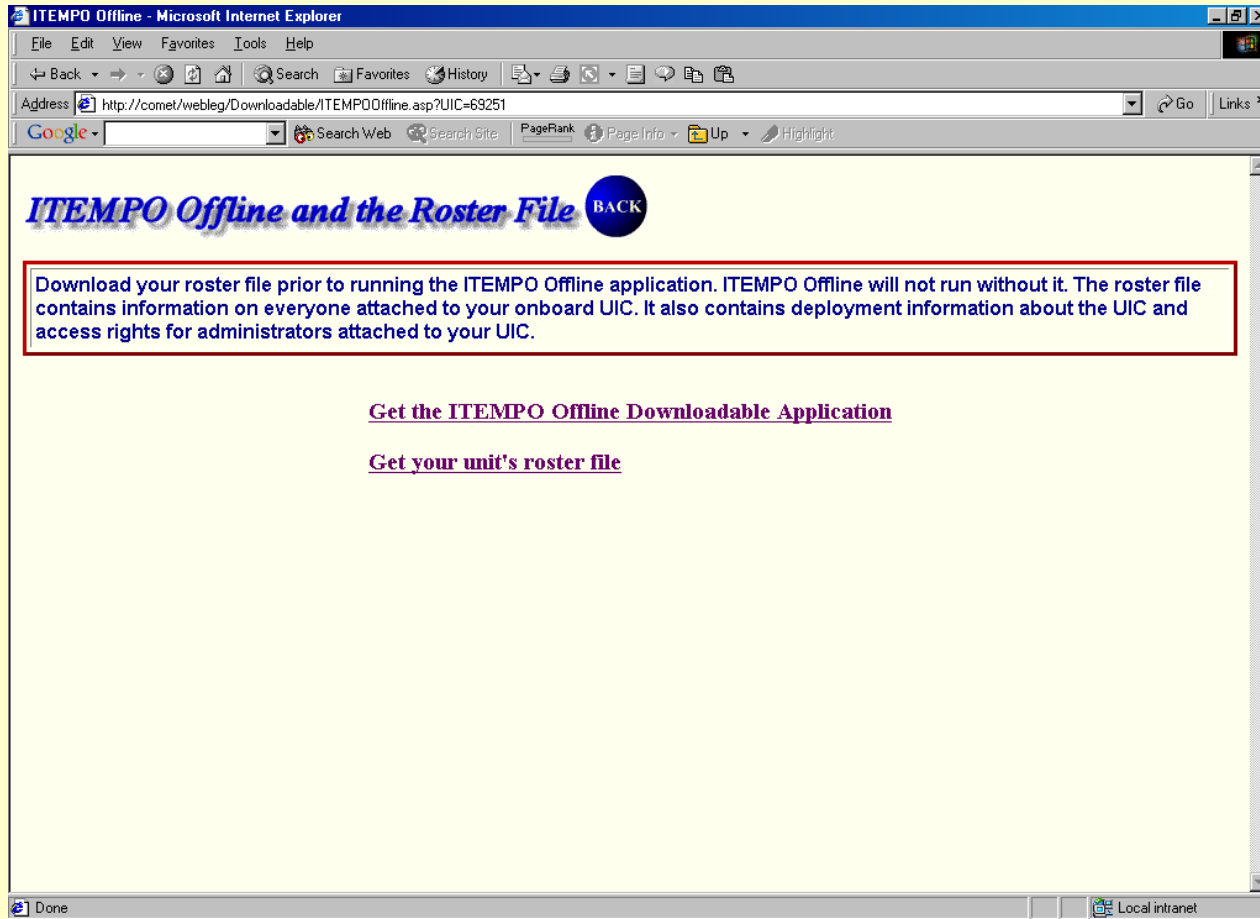
Click on the "ITEMPO Offline" link to begin downloading ITEMPO Offline.

Downloading ITEMPO Offline



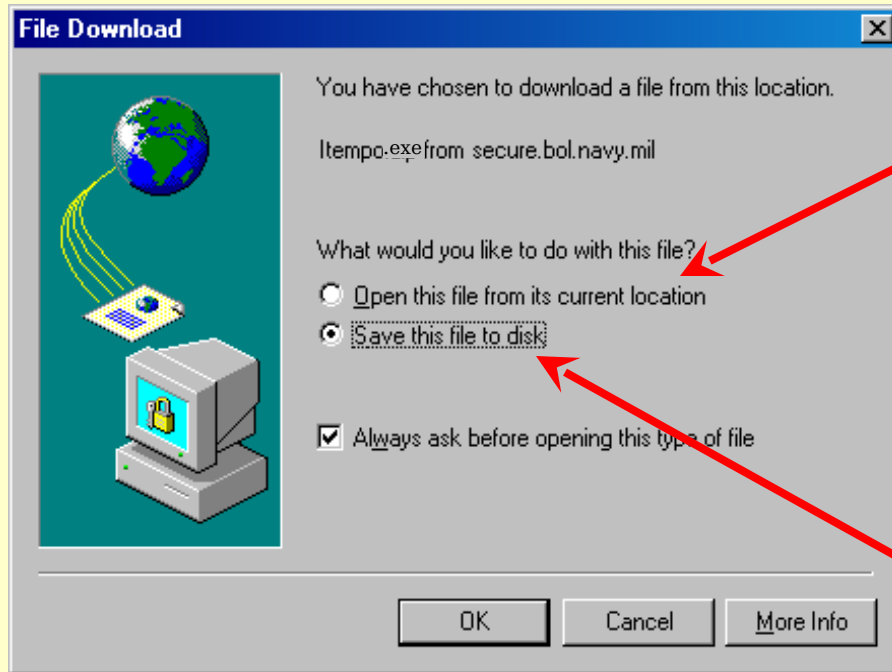
You should now see this screen that allows you to download the application in an executable format. The second link allows you to download the Unit Roster file.

Downloading ITEMPO Offline



- Ensure you download the roster file prior to running the ITEMPO Offline program the first time.
- In the examples in this user's guide you will download the application first, then the roster file(s), install the 7

Downloading ITEMPO Offline

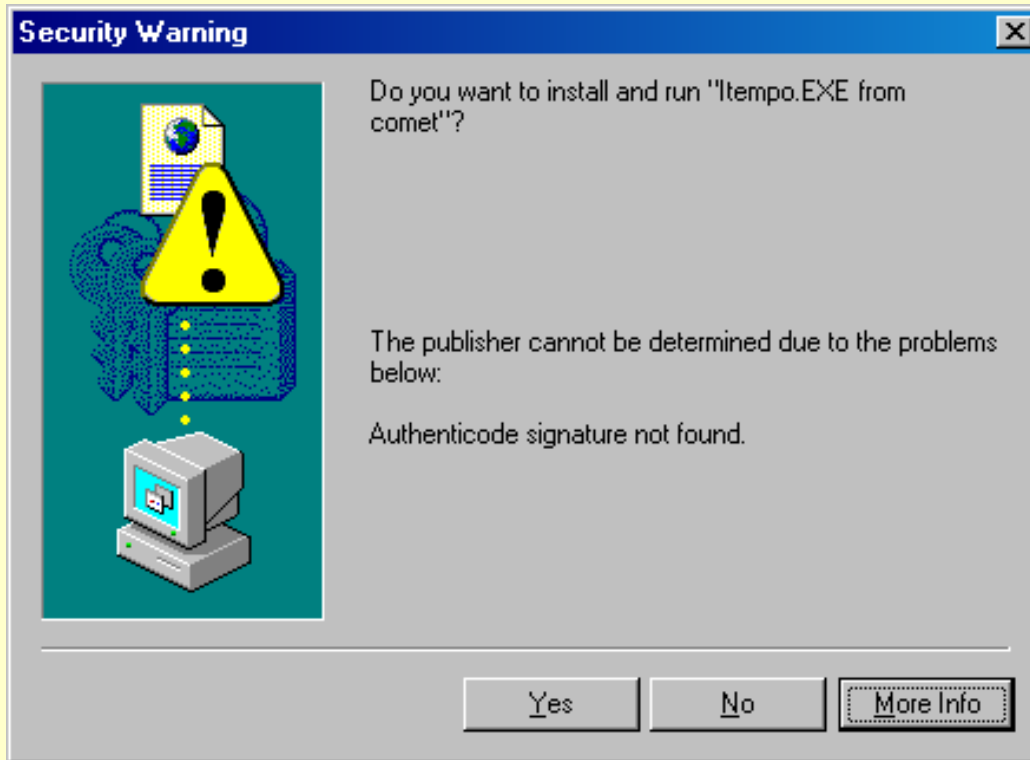


- You should see this dialog box. If you are authorized to install programs on your computer, pick “Open the file from the current location” to install ITEMPO Offline. Go to Slide 9 to continue.

- Otherwise, save the file to your hard drive (**VERY IMPORTANT**: remember where you placed it) and have your LAN administrators install the application. Skip to Slide 9 to continue.

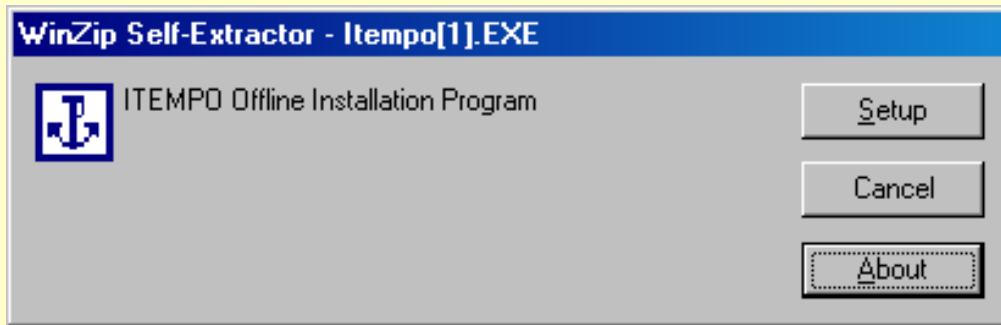
Installing ITEMPO

Offline



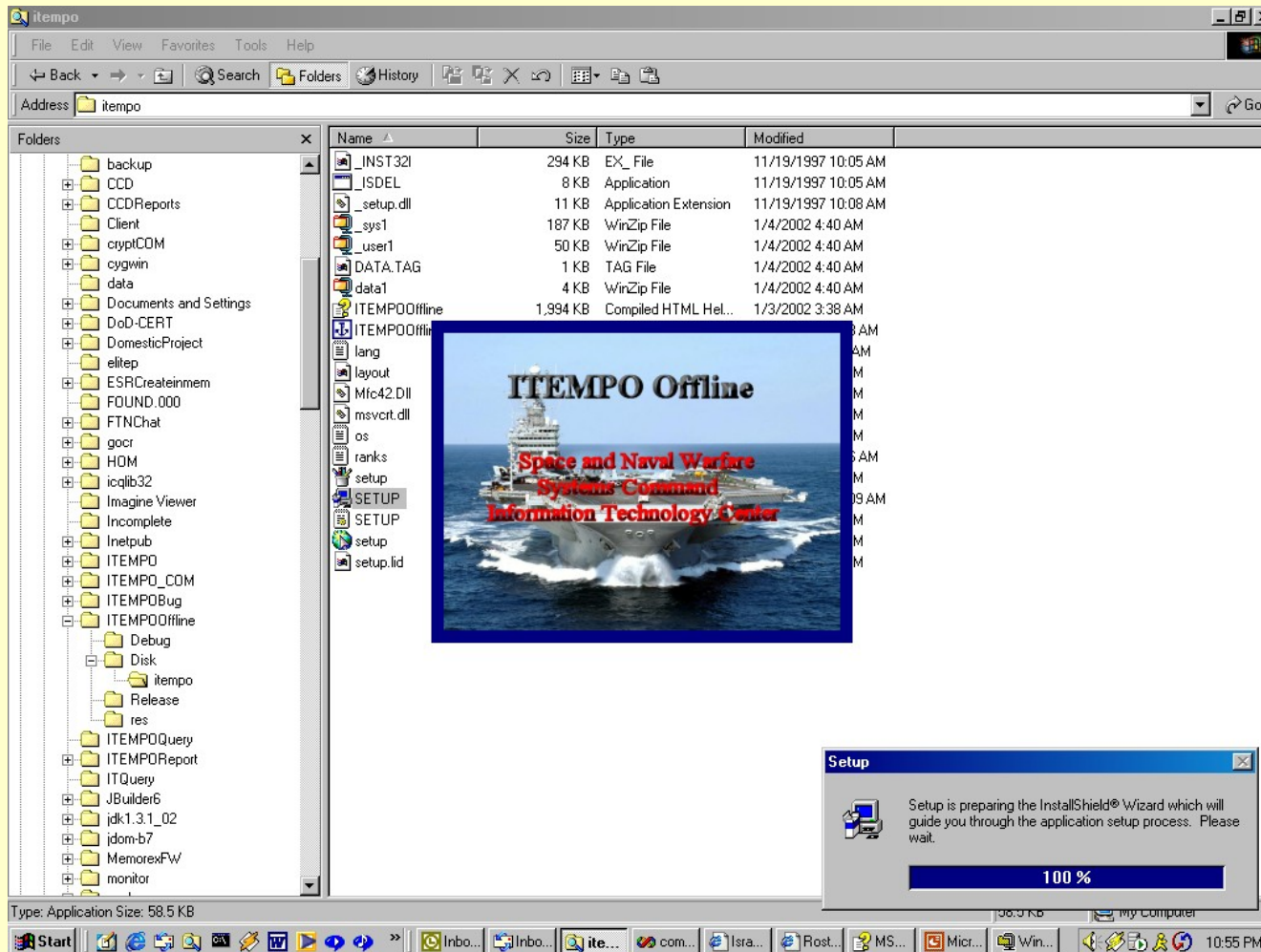
If you chose to run the application from its current location, you should see this box. Click "Yes" to install the application.

Installing ITEMPO Offline



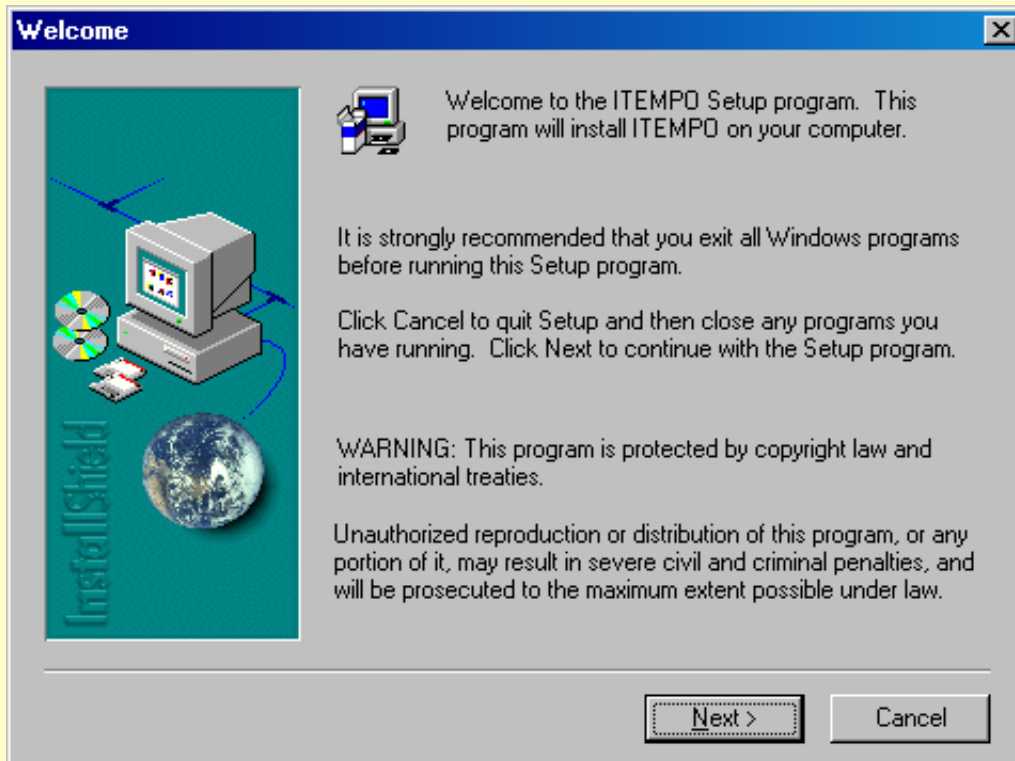
You should now see this dialog box. Click “Setup” to continue the installation.

Installing ITEMPO Offline



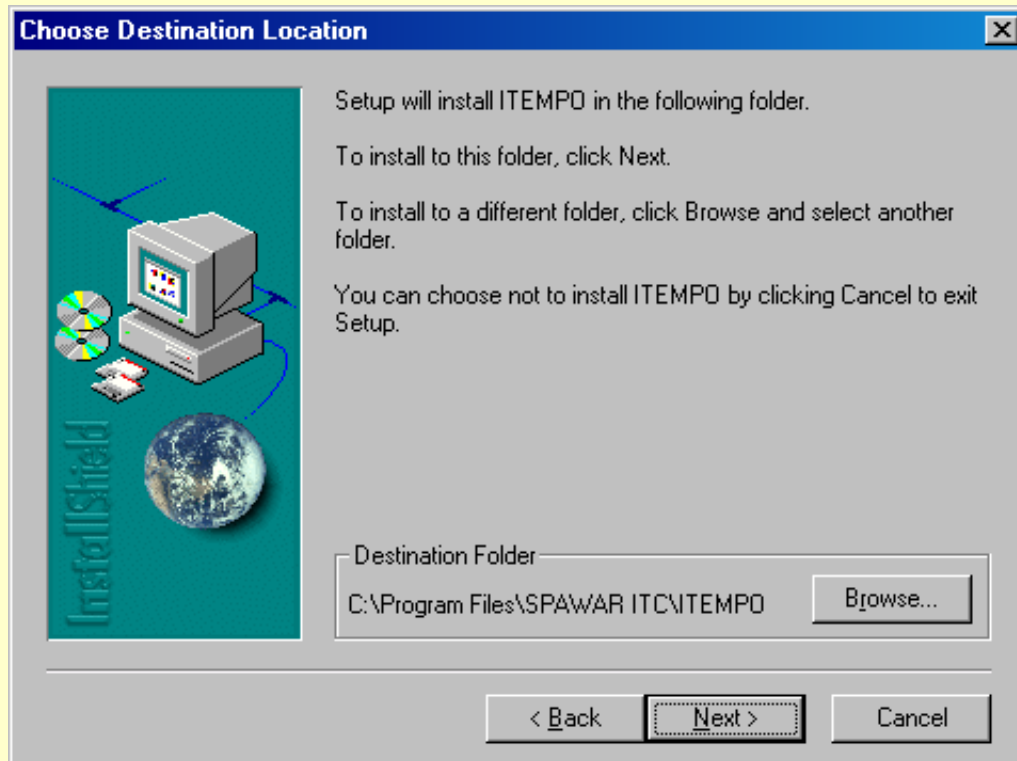
The setup program should now start.

Installing ITEMPO Offline



This screen warns you to exit unnecessary programs during the installation. Click “Next” to continue.

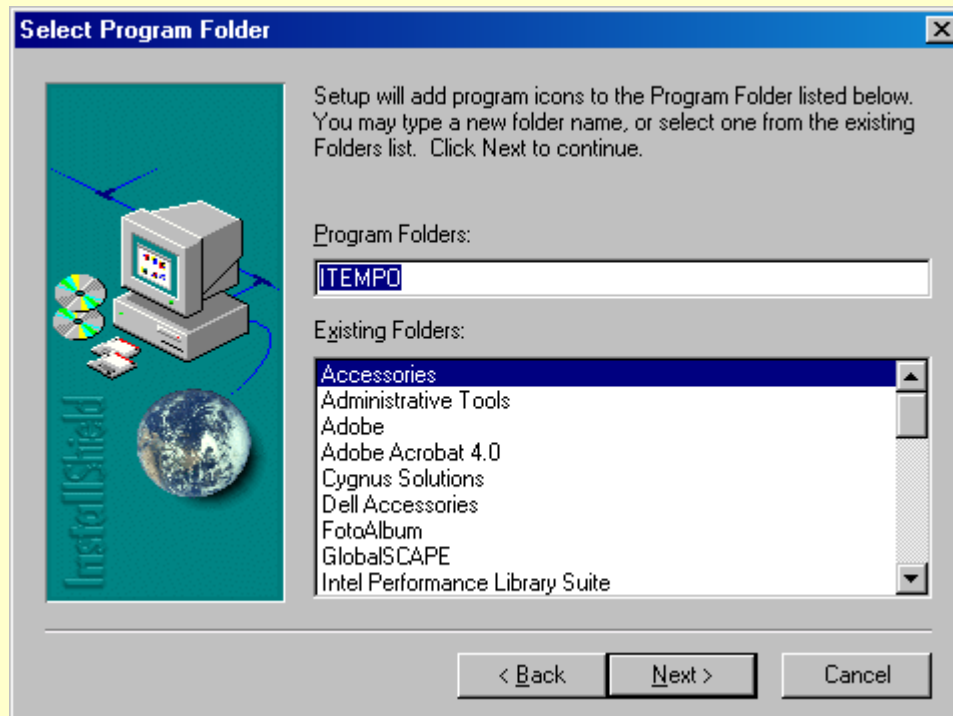
Installing ITEMPO Offline



This dialog box allows you to choose the directory in which to install ITEMPO Offline. The default is C:\Program Files\SPAWAR ITC\ITEMPO. Click "Next" to continue.

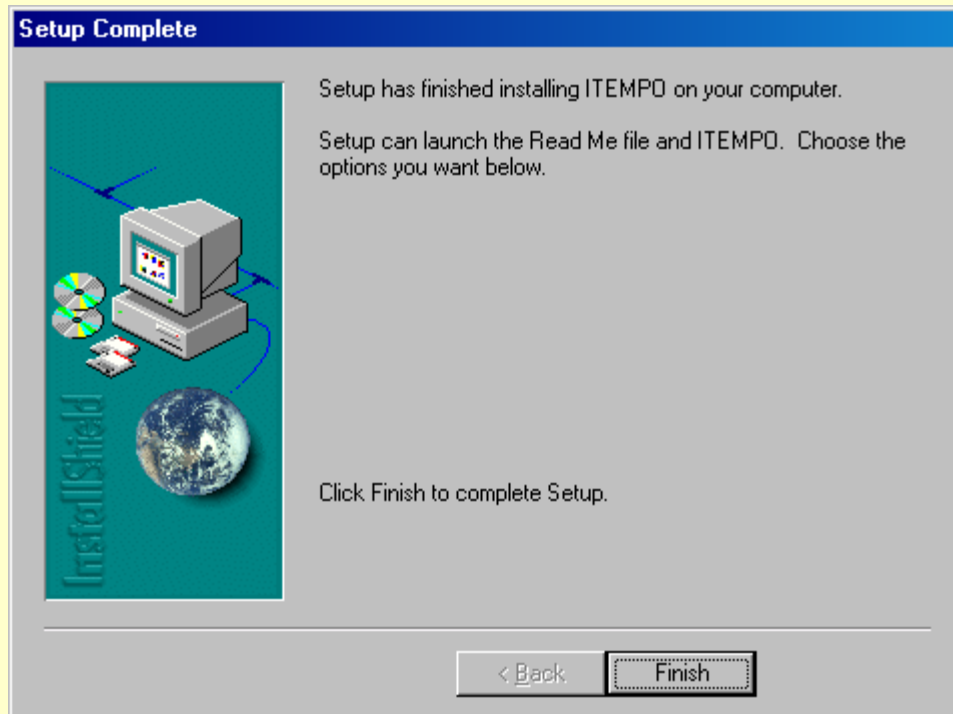
Installing ITEMPO

Offline



This dialog box lets you choose the Program Folder under the Start Menu to place the ITEMPO Offline program. It is defaulted to ITEMPO. Click "Next" to continue.

Installing ITEMPO Offline

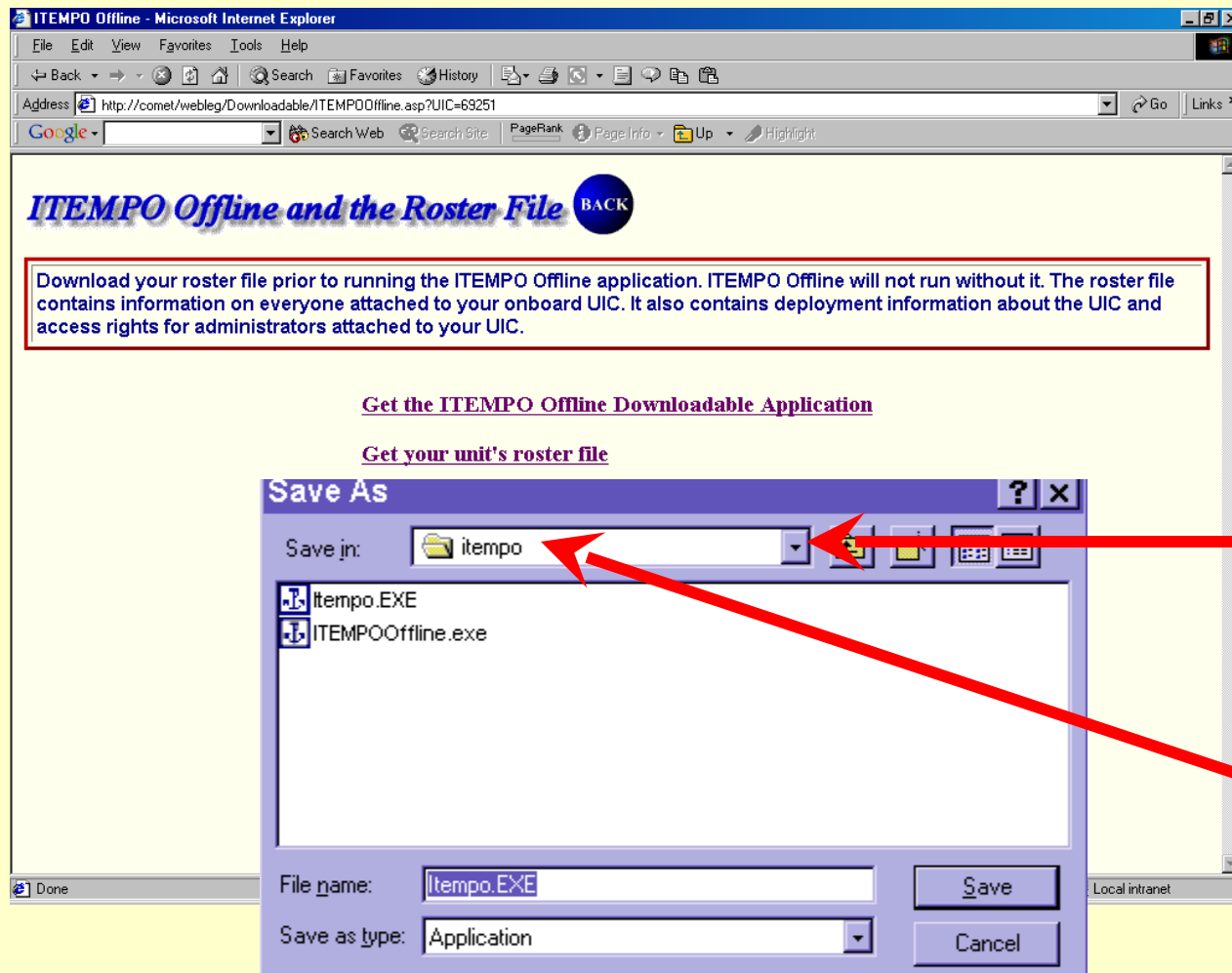


The Setup program will move the files and icons to the specified directories. Click "Finish" when done.

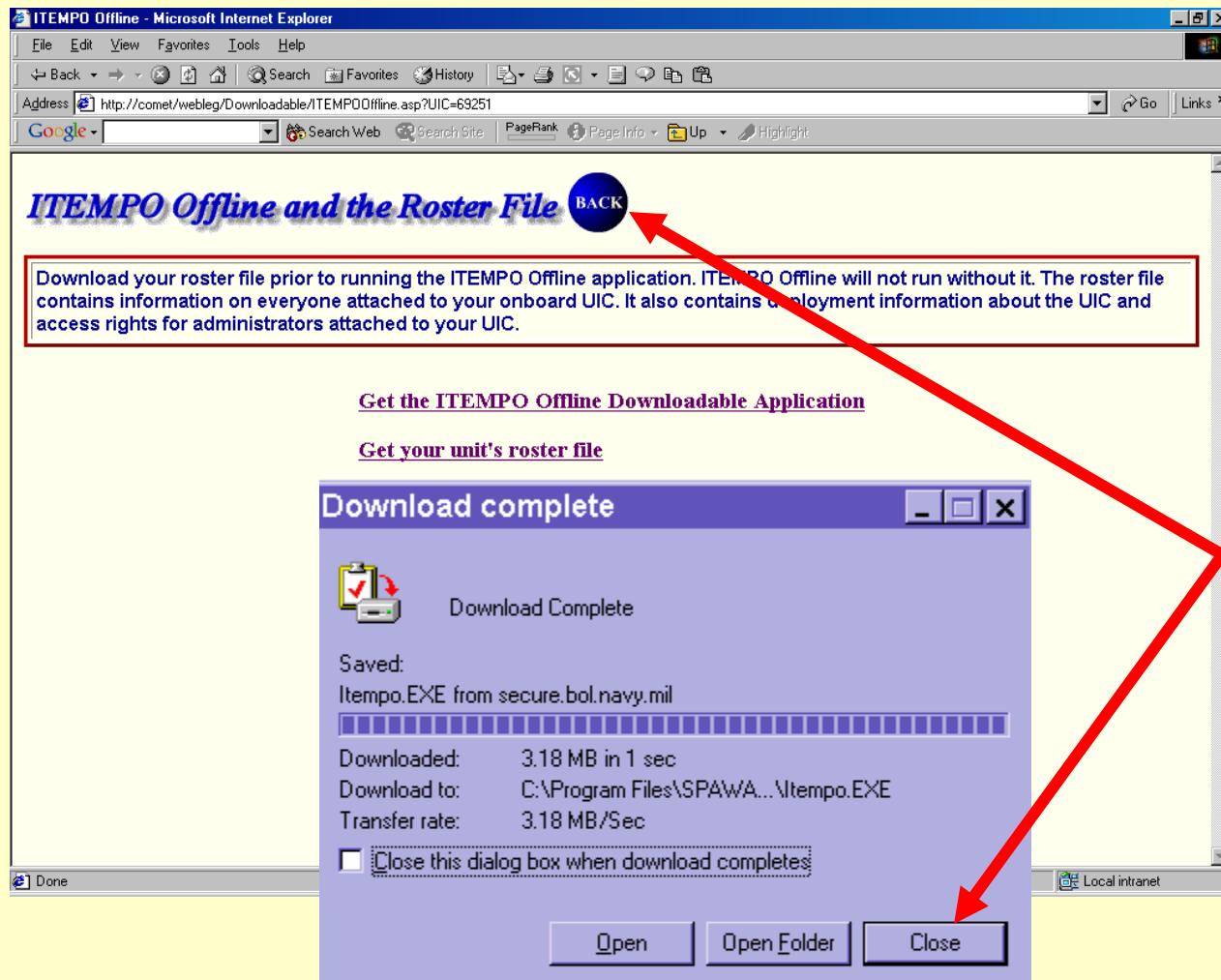
Go to Slide 18 to continue with the Roster download.

Downloading ITEMPO Offline

- If you selected Download this file on slide #8, you will receive this prompt to save the ITEMPO.exe application file.
- You may change the directory to save to by using the down arrow on top of the screen.
- Note the 16 directory you

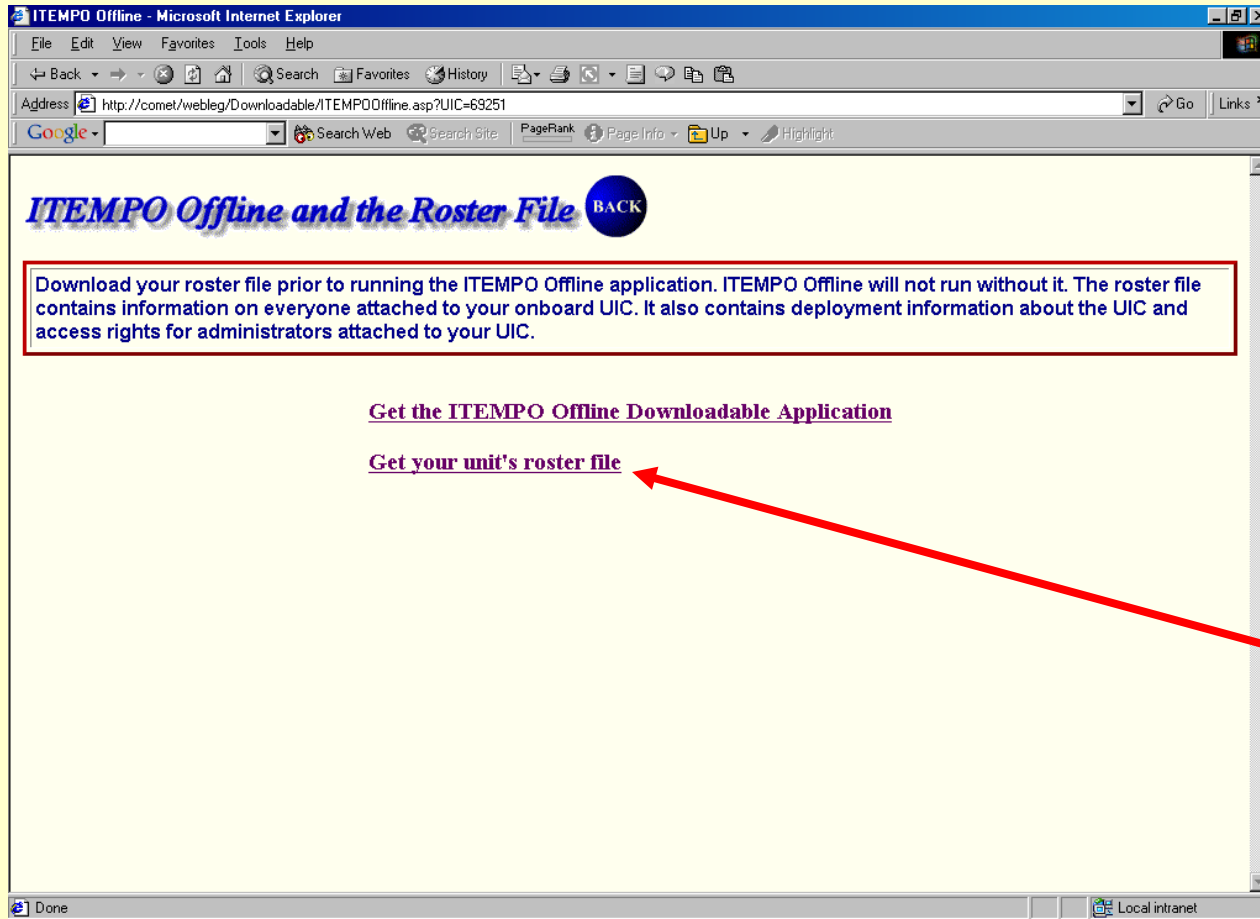


Downloading ITEMPO Offline



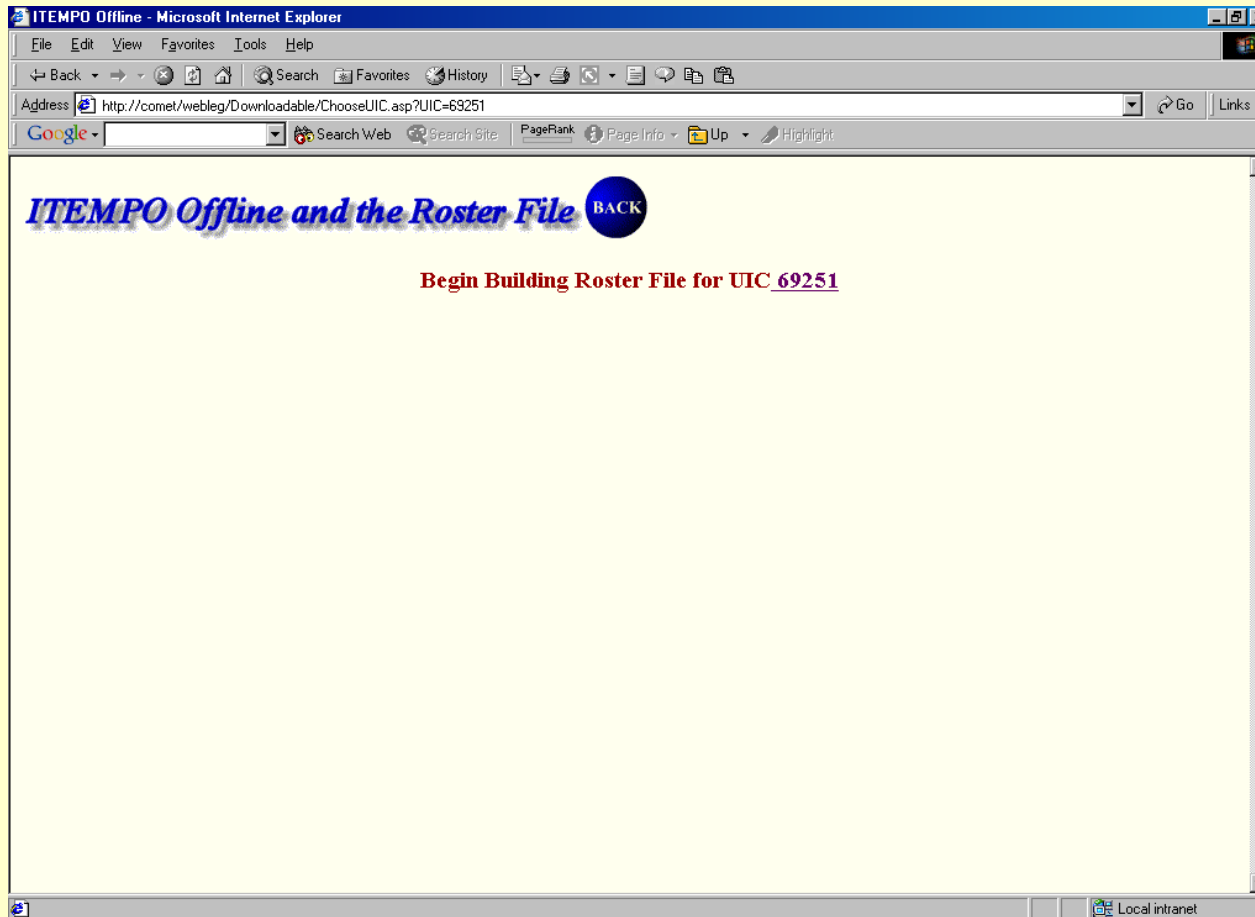
- When the download is complete, you will receive this screen. Select "Close" to close this window.
- Select the "BACK" button to return to the ITEMPO Offline and

Downloading ITEMPO Offline



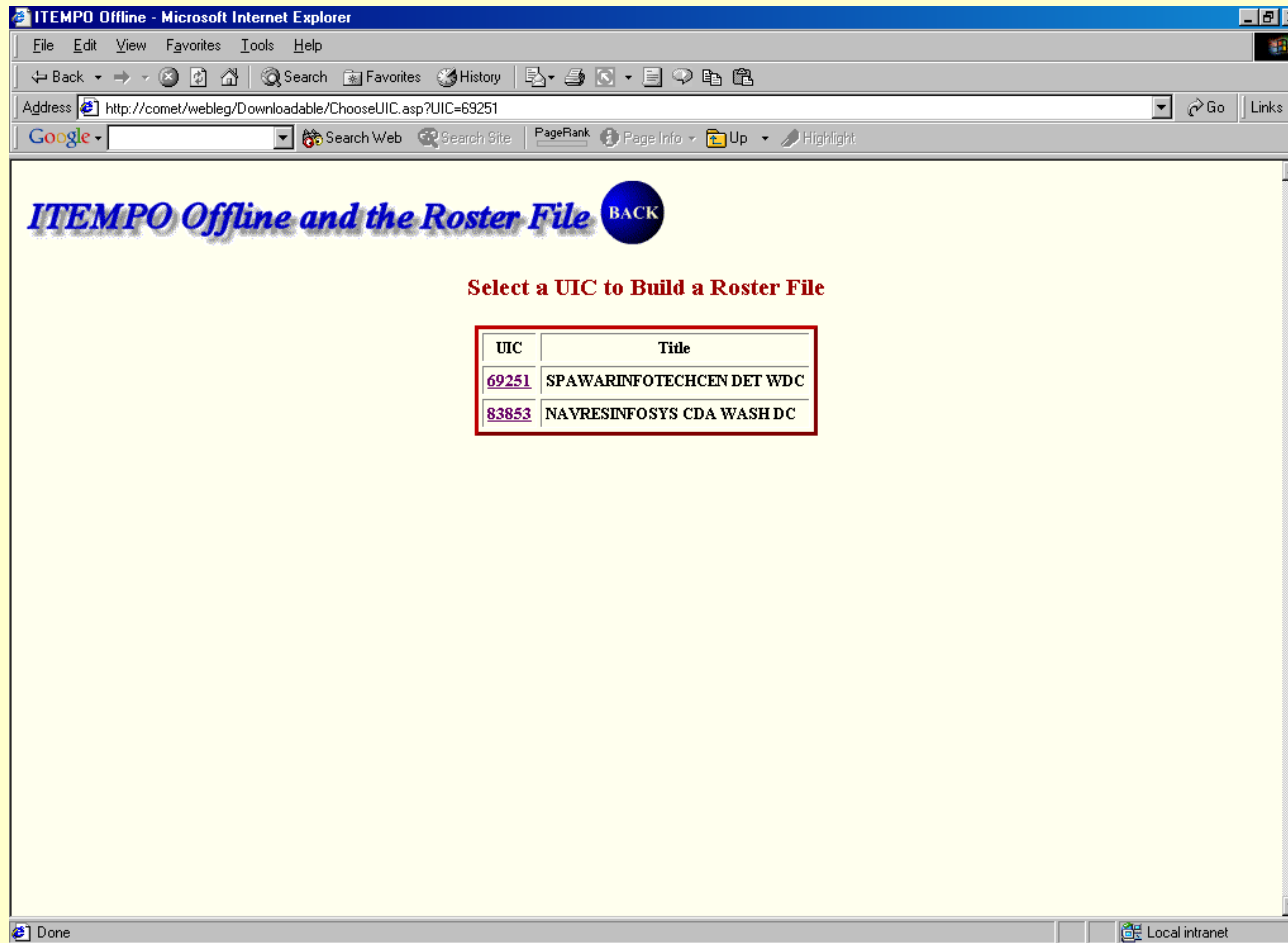
When the installation or download of the Offline application is complete, you will be returned to this screen. Select the second link to download the Unit Roster file(s).

Building Your Unit's Roster



If you are an authorized owner or viewer for one UIC, you will see a screen similar to this. Click the UIC to continue.

Building Your Unit's Roster



If you are an owner or viewer of multiple UICs, you will see a screen similar to this. Click on the UIC for which you would like to build a roster.

Building Your Unit's Roster

ITEMPO Offline and the Roster File [BACK](#)

Build Your Unit's Roster

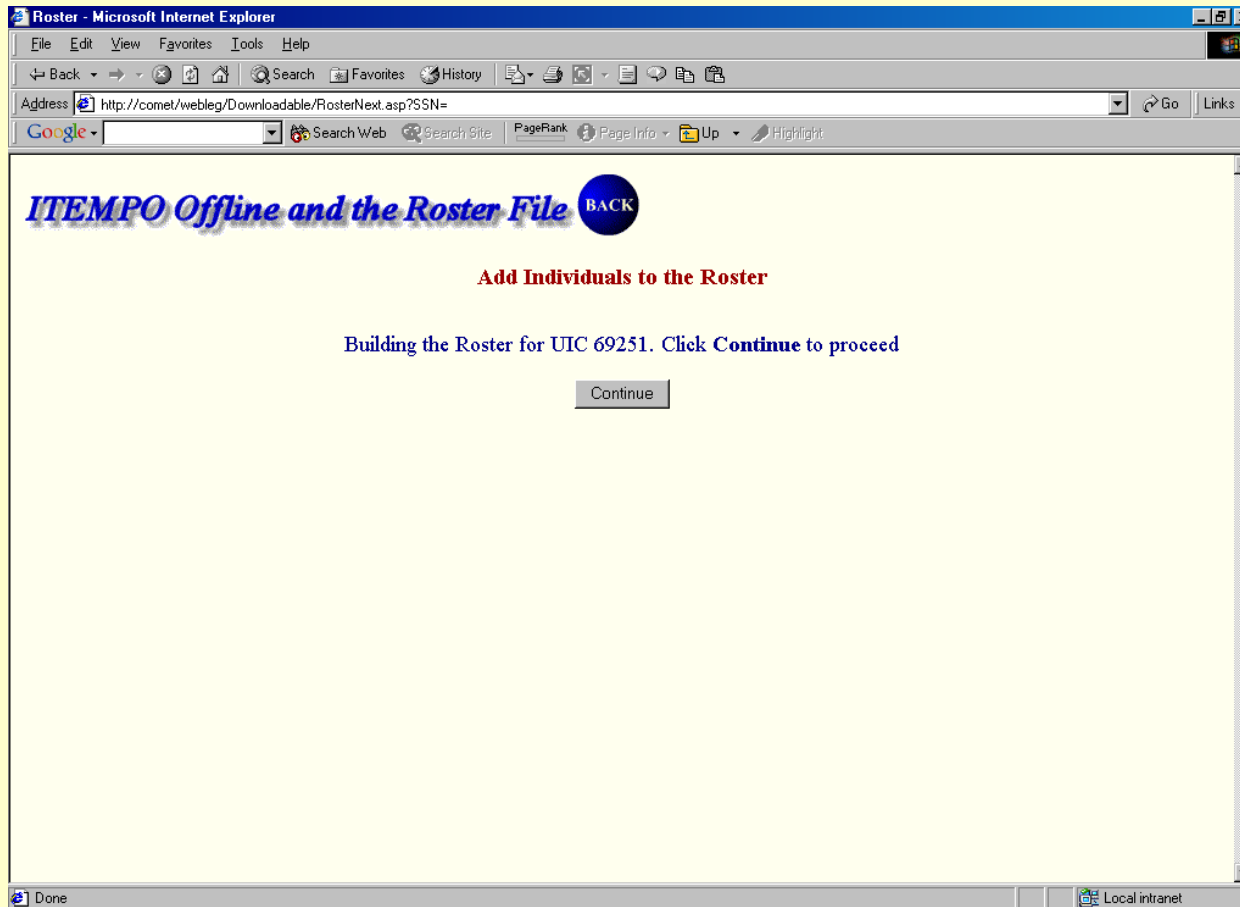
You will be creating a roster for UIC 69251. In order to add additional people not in your UIC, ensure the " Add personnel not in your UIC " radio button is set to Yes. Click Continue to proceed.

Add personnel not in your UIC to the roster? ☐ Yes ☒ No

[Continue](#)

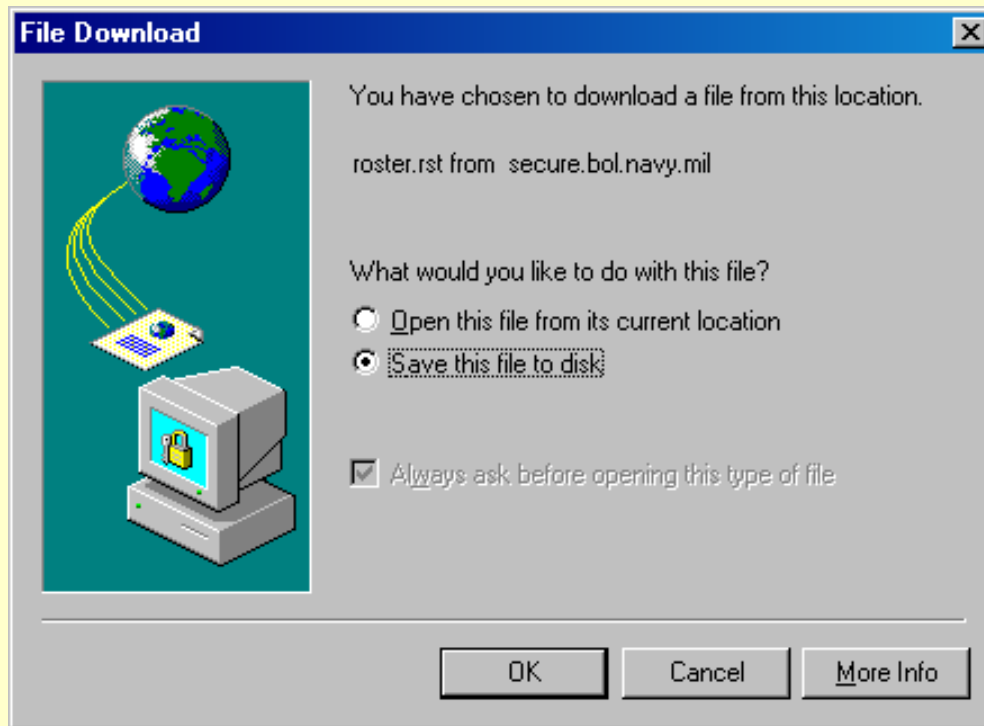
- You will see this screen to begin building your Unit's Roster.
- You can add individuals not in this UIC to your roster to download. For example, an individual who is TAD to your UIC for a long period of time.
- You WILL also be able to add individuals AFTER you have downloaded the roster.
- If you don't need to add individuals not in your UIC (as will

Building Your Unit's Roster



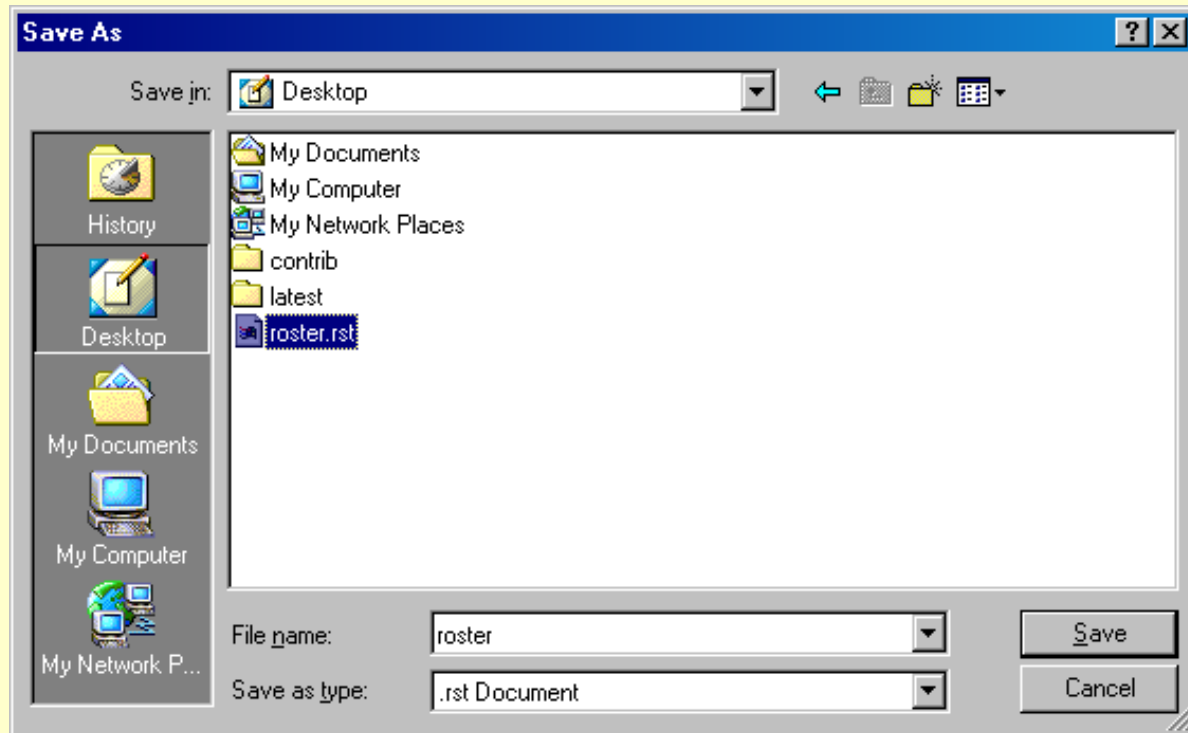
You will see this screen if you are not adding individuals to your UIC roster. Click Continue to build the roster file.

Downloading the Roster File



This screen prompts you to save your roster file to disk. Click OK to save the file.

Downloading a single Roster File

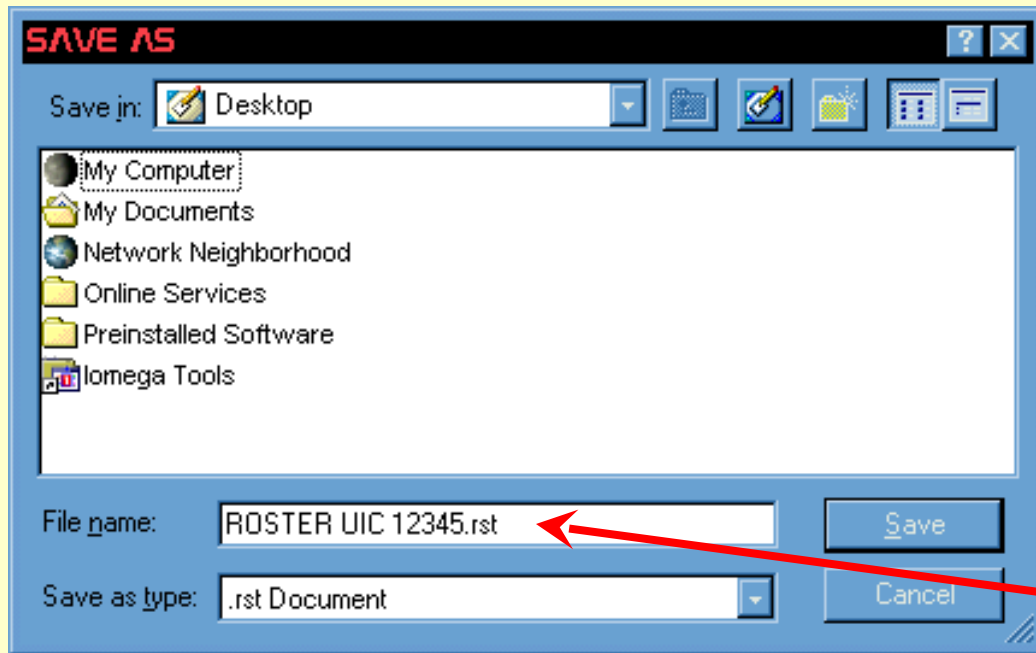


- The roster file's name is defaulted to "roster.rst". You can save it anywhere on your hard drive.

- **VERY IMPORTANT:** remember the location (folder) where you have saved the roster file!

- If you will be downloading rosters for

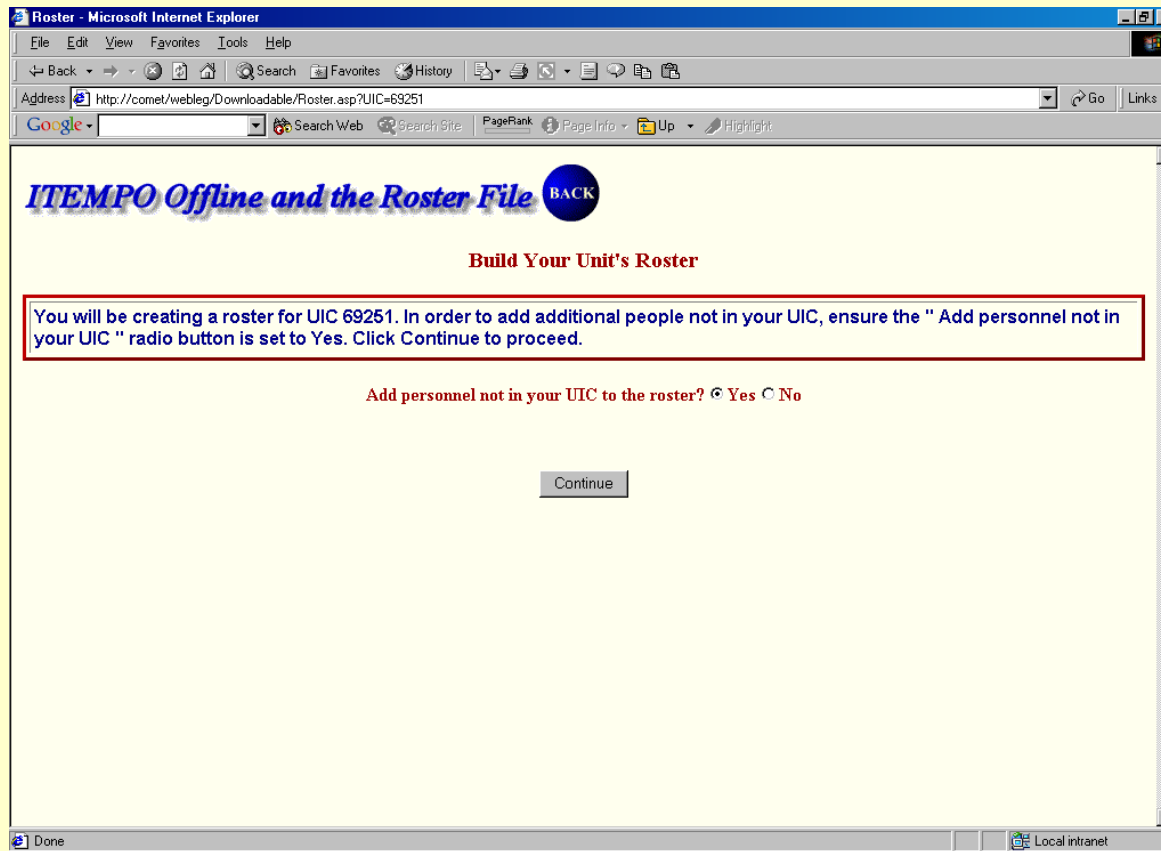
Downloading multiple Roster Files



- When downloading rosters for **multiple** UICs, you **MUST** place all rosters in the same location (folder).
- Change each roster name from the default name “roster.rst” to something unique, retaining the .rst extension. In this example, we have used the name “ROSTER UIC 12345.rst”.

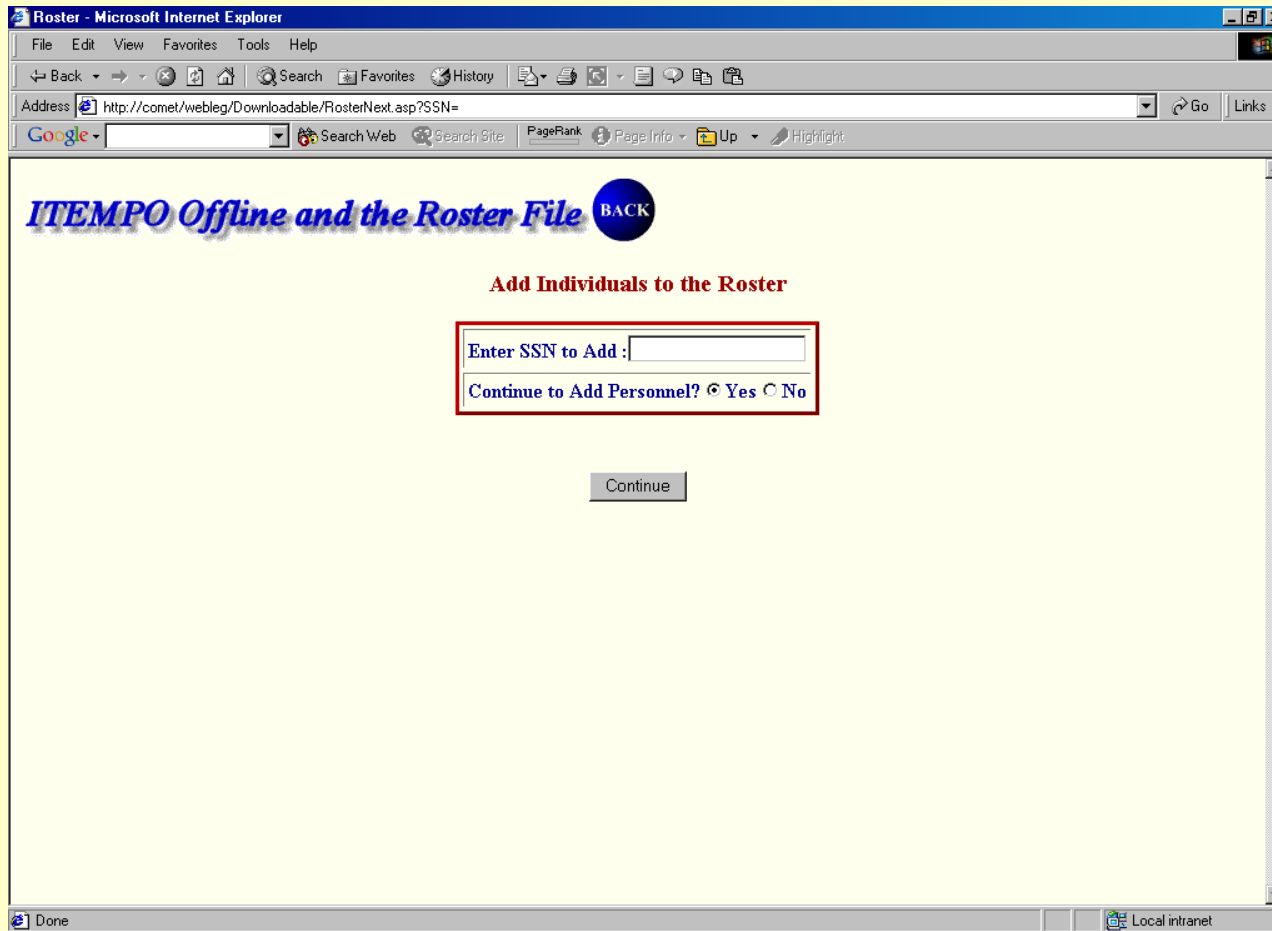
• **VERY IMPORTANT:**

Building Your Unit's Roster



- If you need to add personnel not in your unit to the roster, click on “Yes” and click “Continue” to proceed.
- This option is for users who need to manage ITEMPO for Sailors not permanently assigned to their UIC.
- The advantage to adding personnel at this point is...you enter only SSN and the system downloads the record. Otherwise, you have to manually add

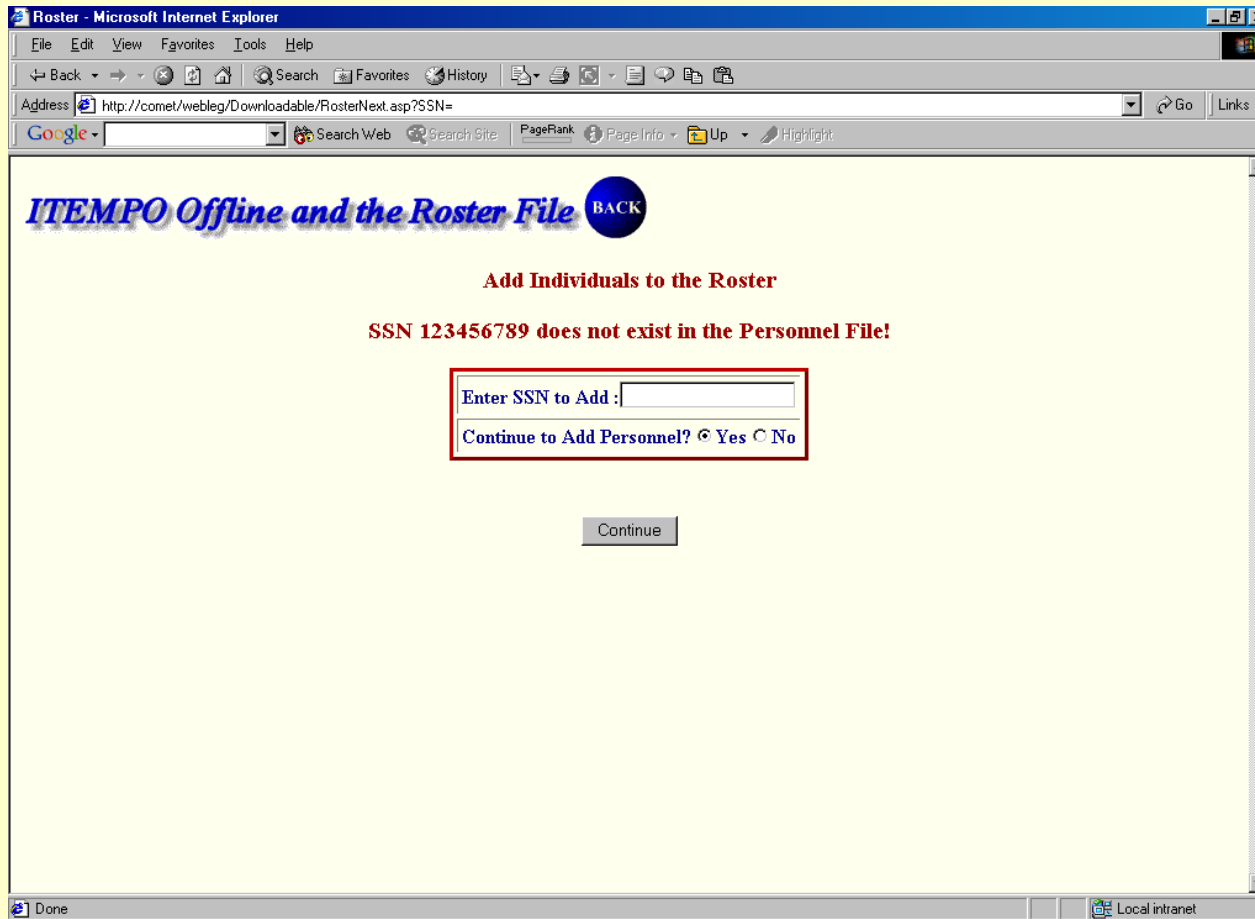
Building Your Unit's Roster



The screenshot shows a Microsoft Internet Explorer window titled "Roster - Microsoft Internet Explorer". The address bar displays "http://comet/webleg/Downloadable/RosterNext.asp?SSN=". The page content includes a blue header with the text "ITEMPO Offline and the Roster File" and a "BACK" button. Below this, the heading "Add Individuals to the Roster" is displayed in red. A form with a red border contains the text "Enter SSN to Add :" followed by a text input field. Below the input field is a question "Continue to Add Personnel?" with radio buttons for "Yes" and "No". A "Continue" button is located below the form. The status bar at the bottom shows "Done" and "Local intranet".

- Enter the SSN for the individual you wish to add.
- If you wish to continue adding personnel, click “Yes” on “Continue to Add Personnel”.

Building Your Unit's Roster



The screenshot shows a Microsoft Internet Explorer browser window. The title bar reads "Roster - Microsoft Internet Explorer". The address bar shows the URL "http://comet/webleg/Downloadable/RosterNext.asp?SSN=". The page content includes a blue header with the text "ITEMPO Offline and the Roster File" and a "BACK" button. Below this, the text "Add Individuals to the Roster" is displayed. A red error message states "SSN 123456789 does not exist in the Personnel File!". Below the error message is a form with a text input field labeled "Enter SSN to Add :" and a "Continue to Add Personnel?" label with radio buttons for "Yes" (selected) and "No". A "Continue" button is located below the form. The status bar at the bottom shows "Done" and "Local intranet".

ITEMPO Offline and the Roster File [BACK](#)

Add Individuals to the Roster

SSN 123456789 does not exist in the Personnel File!

Enter SSN to Add :

Continue to Add Personnel? ☒ Yes ☐ No

Continue

If the SSN does not exist, you will see an error similar to this.

Building Your Unit's Roster

ITEMPO Offline and the Roster File [BACK](#)

Add Individuals to the Roster

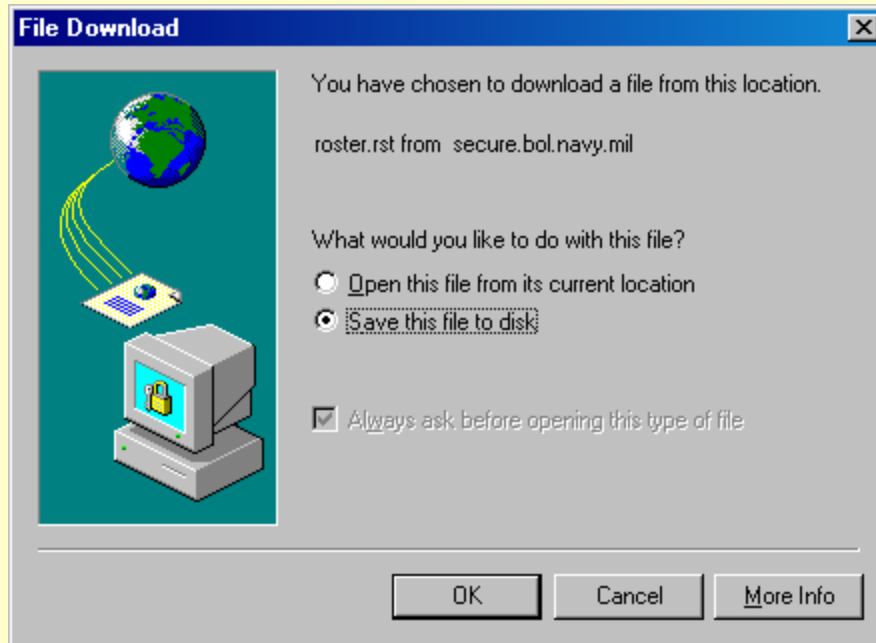
Individuals that will be added

SSN	Name	UIC
		69251

[Continue](#)

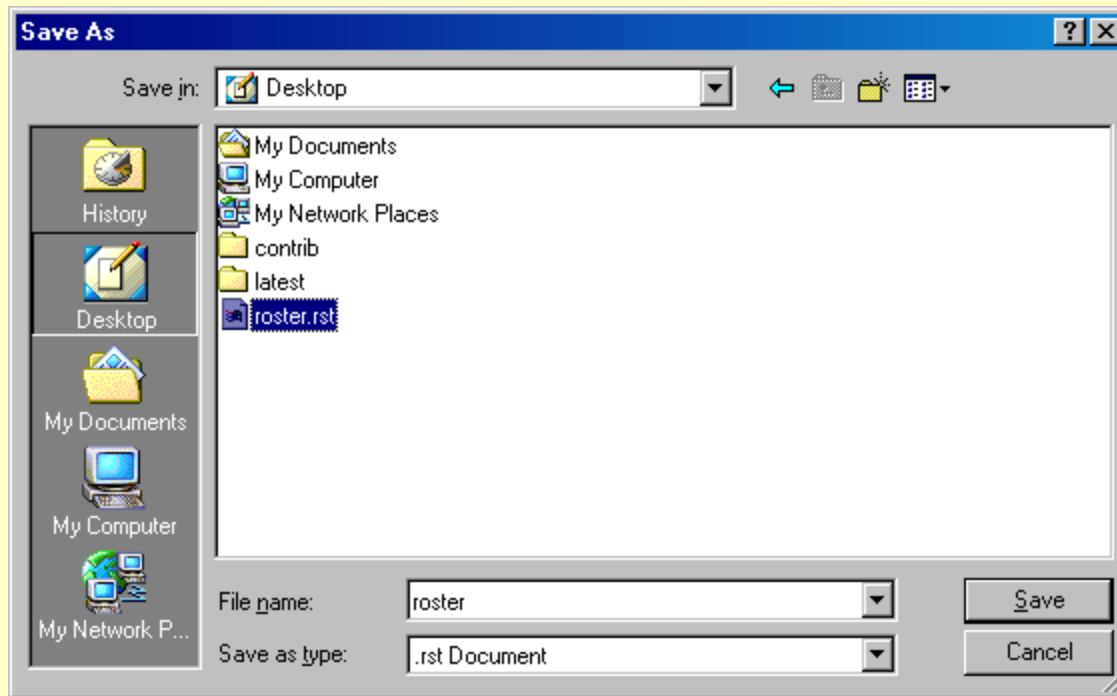
After selecting the individuals you want to add, verify them using this screen. Click “Continue” to build the Roster file.

Downloading the Roster File



This screen prompts you to save your roster file to disk. Click OK to save the file.

Downloading a single Roster File

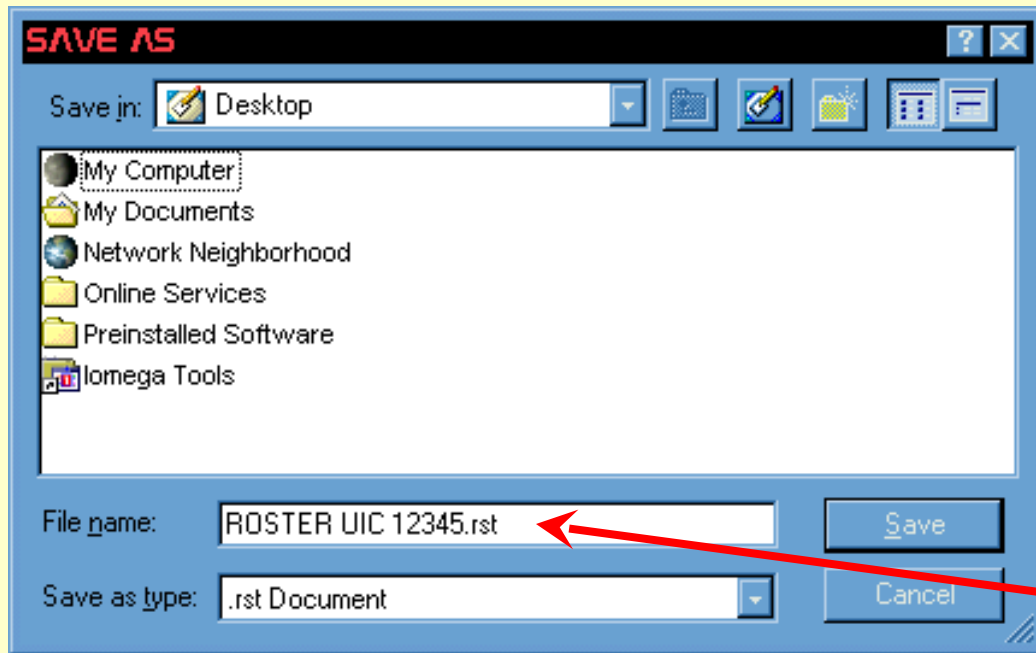


- The roster file's name is defaulted to "roster.rst". You can save it anywhere on your hard drive.

- **VERY IMPORTANT:** remember the location (folder) where you have saved the roster file!

- If you will be downloading rosters for 31

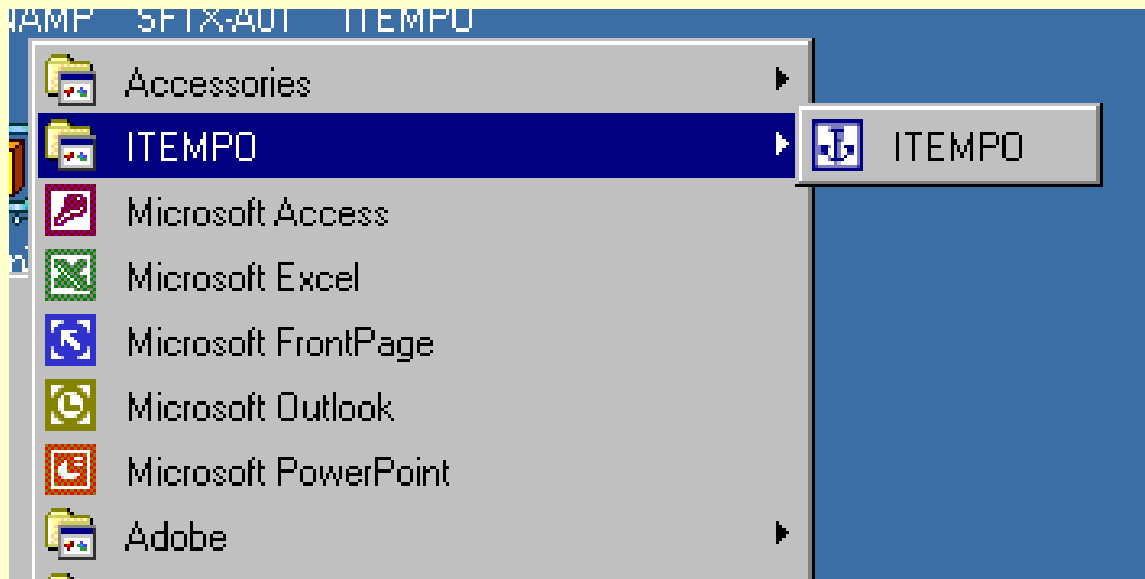
Downloading multiple Roster Files



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• **VERY IMPORTANT:**

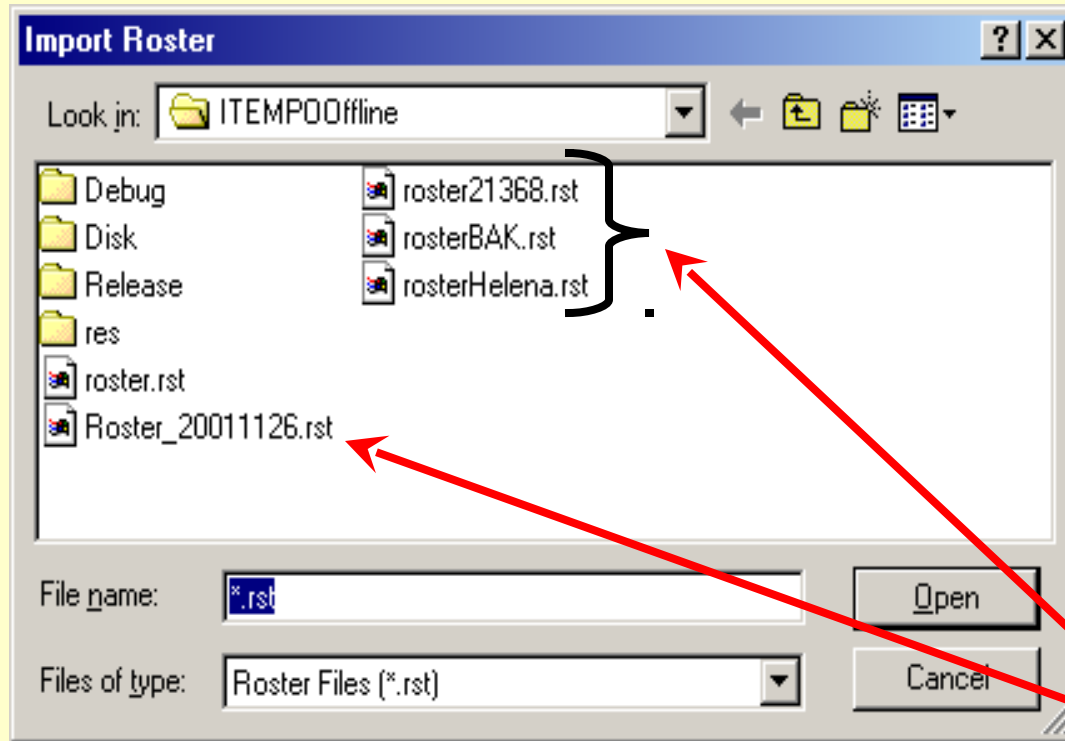
Starting ITEMPO Offline



Note: If you used the default selections while installing the application, your application file will be in \Program Files\ SPAWAR ITC\ITEMPO\ITEMPOOFFLINE.EXE

Open your Start Menu and locate the ITEMPO folder, and select the ITEMPO icon to start ITEMPO Offline. The ITEMPO Offline icon should also be displayed on your desktop. If you can't locate these icons,³³

Starting ITEMPO Offline



- When you first start ITEMPO Offline, you will see this Dialog Box. Navigate your hard drive using this tool until you find the roster file that you downloaded previously.

- In this example, note there are a number of roster files available³⁴
Select the roster

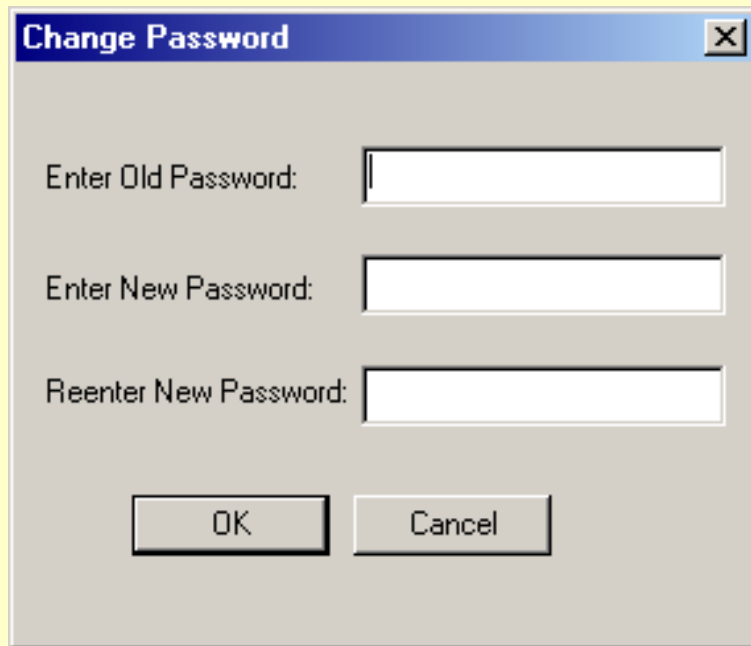
Logging into ITEMPO Offline



A screenshot of a Windows-style dialog box titled "Login to ITEMPO Offline". The dialog box has a blue title bar with a close button (X) in the top right corner. The main area is light gray and contains two input fields: "Social Security Number:" and "Password:". Below the password field is a note: "Note: Password is your Date of Birth (YYYYMMDD) if you have not logged in previously." At the bottom of the dialog box are two buttons: "OK" and "Cancel".

You should then see this dialog box requesting that you enter a SSN and Password to log in. If you haven't logged in before, your password will be your Date of Birth in YYYYMMDD format (e.g. 19730630 for 35

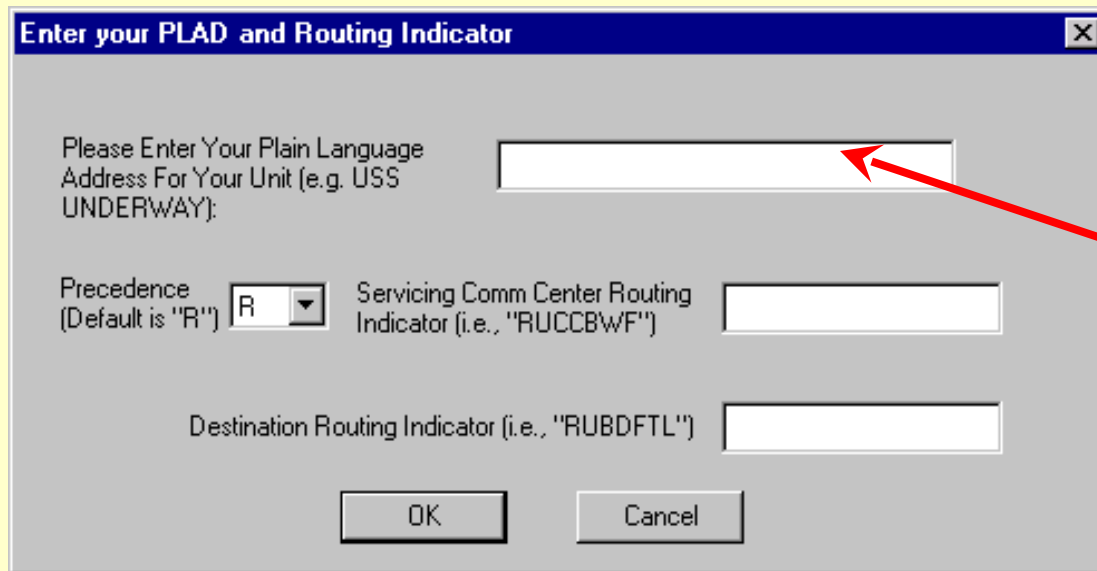
Changing Your Password



A screenshot of a 'Change Password' dialog box. The dialog has a blue title bar with the text 'Change Password' and a close button (X) in the top right corner. The main area is light gray and contains three text input fields. The first field is labeled 'Enter Old Password:', the second 'Enter New Password:', and the third 'Reenter New Password:'. Below the fields are two buttons: 'OK' and 'Cancel'.

You will then be asked to change your password. Enter your old password in the first box, and enter your new password in the second and third boxes. Click “OK” when done.

Entering your PLAD



The dialog box is titled "Enter your PLAD and Routing Indicator" and contains the following fields and controls:

- A text box for "Please Enter Your Plain Language Address For Your Unit (e.g. USS UNDERWAY):" with a red arrow pointing to it.
- A "Precedence" dropdown menu with "R" selected and a note "(Default is 'R')".
- A text box for "Servicing Comm Center Routing Indicator (i.e., 'RUCCBWF')".
- A text box for "Destination Routing Indicator (i.e., 'RUBDFTL')".
- "OK" and "Cancel" buttons at the bottom.

You should now see a dialog box requesting you enter your unit's Plain Language Address. This will be used to generate ITEMPO JANAP 126 (DMS) messages. If you don't know your Plain Language Address, you can leave this blank³⁷

Entering your Format

Line 2 info

After entering your unit PLAD, you will finish entering data elements to build Format Line 2 of an ITEMPO DMRS message.

Using the drop-down menu, enter the precedence for your message (R for Routine or P for Priority).

Enter the Routing Indicators for your unit's servicing communications center, and for the

Enter your PLAD and Routing Indicator

Please Enter Your Plain Language Address For Your Unit (e.g. USS UNDERWAY):

USS UNDERWAY

Precedence (Default is "R")

R

Servicing Comm Center Routing Indicator (i.e., "RUCCBWF")

RUBDLFD

Destination Routing Indicator (i.e., "RUBDFTL")

RULCBFW

OK Cancel

The Main View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW BUILD PUDB BUILD PUDE BUILD PUDO BUILD PMDB BUILD PMDE BUILD PMDO BUILD PANY BUILD PAOT

Build ITEMPO Events Via ITEMPO Offline

Select an ITEMPO Transaction

-And

UIC: 03365 SSN:

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.

ITEMPO Reporting UIC: 03365

Click Here To Continue

Ready

This will be the first screen that will be shown. It is similar to the web version of ITEMPO DMRS.

The Main View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW BUILD PUDB BUILD PUDE BUILD PUDO BUILD PMDB BUILD PMDE BUILD PMDO BUILD PANV BUILD PAOT

Build ITEMPO Events Via ITEMPO Offline

Select an ITEMPO Transaction

-And

UIC: 03365 SSN:

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.

ITEMPO Reporting UIC: 03365

Click Here To Continue

Ready

The buttons on the top provide various commands that you can perform. The first three buttons allow you to change

The Main View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW BUILD PUDB BUILD PUDE BUILD PUDO BUILD PMDB BUILD PMDE BUILD PMDO BUILD PANY BUILD PAOT

Build ITEMPO Events Via ITEMPO Offline

Select an ITEMPO Transaction

-And

UIC: 03365 SSN:

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.

ITEMPO Reporting UIC: 03365

Click Here To Continue

Ready

Depending on your authorization type, some of the buttons may be disabled. Only authorized builders/releasers can create transaction

The Main View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW BUILD PUDB BUILD PUDE BUILD PUDO BUILD PMDB BUILD PMDE BUILD PMDO BUILD PANV BUILD PAOT

Build ITEMPO Events Via ITEMPO Offline

Select an ITEMPO Transaction

Unit Transactions

Unit - Begin ITEMPO Event (PUDB)

Unit - End ITEMPO Event (PUDE)

Unit - Cancel ITEMPO Event (PUXB)

Unit - Cancel ITEMPO End Date (PUXE)

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.

ITEMPO Reporting UIC: 03365

Click Here To Continue

Ready

By clicking on the drop down box, you will be able to choose from several different types of ITEMPO transactions.

The Roster View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW **ROSTER VIEW** DELETE CHECKED EDIT CHECKED ADD TO ROSTER UNCHECK ALL BUILD PUBB BUILD PUDE BUILD PUDO BUILD PMDB

As of December 30, 2001 Roster for UIC: 03365

SSN (Last 4)	Name	Rank	UIC	Authorization
<input type="checkbox"/> 0222	AARON HANK	ENS	03365	None
<input type="checkbox"/> 0101	ADAMS JOEY LAUREN	ENS	03365	None
<input type="checkbox"/> 1322	ADAMS SAM	CAPT	03365	None
<input type="checkbox"/> 1001	AGASSI ANDRE	LT	03365	None
<input type="checkbox"/> 1010	AGUILERA CHRISTINA	LT	03365	None
<input type="checkbox"/> 3003	AIKMAN TROY	CAPT	03365	None
<input type="checkbox"/> 2222	AKBAR HAKIM	ENS	03365	None
<input type="checkbox"/> 0220	ALDA ALAN	LCDR	03365	None
<input type="checkbox"/> 0202	ALEXANDER JASON	LTJG	03365	None
<input type="checkbox"/> 0909	ALEXANDER STEPHEN	ENS	03365	None
<input type="checkbox"/> 0300	ALLEN BOOZ HAMILTON	LT	03365	None
<input type="checkbox"/> 1313	ALLEN TERRY	ENS	03365	None
<input type="checkbox"/> 1111	ALLEN TIM	SR	03365	None
<input type="checkbox"/> 0330	ALLEN WOODY	ENS	03365	None
<input type="checkbox"/> 2323	AMBROSE STEPHEN EDWARD	CAPT	03365	None
<input type="checkbox"/> 1212	ANDERSEN HANS CHRISTIAN	RADM	03365	None
<input type="checkbox"/> 1222	ANDERSEN JAMAL	LTJG	03365	None
<input type="checkbox"/> 1010	ANDERSON GILLIAN	ENS	03365	None
<input type="checkbox"/> 2222	ANDERSON MIKE	LTJG	03365	None
<input type="checkbox"/> 3222	ANDERSON PAMELA	ENS	03365	None
<input type="checkbox"/> 1312	ANDREWS JULIE	CAPT	03365	None
<input type="checkbox"/> 2222	ANTHONY MARK	LCDR	03365	None
<input type="checkbox"/> 4333	ARMSTRONG NEIL	RADM	03365	None
<input type="checkbox"/> 1010	ARNOLD TOM	ENS	03365	None
<input type="checkbox"/> 2121	ARRINGTON LAVAR	LTJG	03365	None
<input type="checkbox"/> 1011	BACON KEVIN	CAPT	03365	None

Ready

Click on the “Roster View” button to display this screen. You will see the SSN, Name, Rank, UIC, and authorization level of everyone in the roster.

The Roster View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW DELETE CHECKED EDIT CHECKED ADD TO ROSTER UNCHECK ALL BUILD PUDB BUILD PUDE BUILD PUDO BUILD PMDB

As of December 30, 2001 Roster for UIC: 03365

SSN (Last 4)	Name	Rank	UIC	Authorization
<input type="checkbox"/> 0222	AARON HANK	ENS	03365	None
<input type="checkbox"/> 0101	ADAMS JOEY LAUREN	ENS	03365	None
<input type="checkbox"/> 1322	ADAMS SAM	CAPT	03365	None
<input type="checkbox"/> 1001	AGASSI ANDRE	LT	03365	None
<input type="checkbox"/> 1010	AGUILERA CHRISTINA	LT	03365	None
<input type="checkbox"/> 3003	AIKMAN TROY	CAPT	03365	None
<input type="checkbox"/> 2222	AKBAR HAKIM	ENS	03365	None
<input type="checkbox"/> 0220	ALDA ALAN	LCDR	03365	None
<input type="checkbox"/> 0202	ALEXANDER JASON	LTJG	03365	None
<input type="checkbox"/> 0909	ALEXANDER STEPHEN	ENS	03365	None
<input type="checkbox"/> 0300	ALLEN BOOZ HAMILTON	LT	03365	None
<input type="checkbox"/> 1313	ALLEN TERRY	ENS	03365	None
<input type="checkbox"/> 1111	ALLEN TIM	SR	03365	None
<input type="checkbox"/> 0330	ALLEN WOODY	ENS	03365	None
<input type="checkbox"/> 2323	AMBROSE STEPHEN EDWARD	CAPT	03365	None
<input type="checkbox"/> 1212	ANDERSEN HANS CHRISTIAN	RADM	03365	None
<input type="checkbox"/> 1222	ANDERSEN JAMAL	LTJG	03365	None
<input type="checkbox"/> 1010	ANDERSON GILLIAN	ENS	03365	None
<input type="checkbox"/> 2222	ANDERSON MIKE	LTJG	03365	None
<input type="checkbox"/> 3222	ANDERSON PAMELA	ENS	03365	None
<input type="checkbox"/> 1312	ANDREWS JULIE	CAPT	03365	None
<input type="checkbox"/> 2222	ANTHONY MARK	LCDR	03365	None
<input type="checkbox"/> 4333	ARMSTRONG NEIL	RADM	03365	None
<input type="checkbox"/> 1010	ARNOLD TOM	ENS	03365	None
<input type="checkbox"/> 2121	ARRINGTON LAVAR	LTJG	03365	None
<input type="checkbox"/> 1011	BACON KEVIN	CAPT	03365	None

Ready

Using the command buttons, you can edit an individual or add and delete individuals. You also have the capability of entering transactions using the buttons.

The Roster View Screen

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW DELETE CHECKED EDIT CHECKED ADD TO ROSTER UNCHECK ALL BUILD PUDB BUILD PUDE BUILD FUDO BUILD PMDB

As of December 30, 2001 Roster for UIC: 03365

SSN (Last 4)	Name	Rank	UIC	Authorization
<input type="checkbox"/> 0222	AARON HANK	ENS	03365	None
<input type="checkbox"/> 0101	ADAMS JOEY LAUREN	ENS	03365	None
<input type="checkbox"/> 1322	ADAMS SAM	CAPT	03365	None
<input type="checkbox"/> 1001	AGASSI ANDRE	LT	03365	None
<input type="checkbox"/> 1010	AGUILERA CHRISTINA	LT	03365	None
<input type="checkbox"/> 3003	AIKMAN TROY	CAPT	03365	None
<input type="checkbox"/> 2222	AKBAR HAKIM	ENS	03365	None
<input type="checkbox"/> 0220	ALDA ALAN	LCDR	03365	None
<input type="checkbox"/> 0202	ALEXANDER JASON	LTJG	03365	None
<input type="checkbox"/> 0909	ALEXANDER STEPHEN	ENS	03365	None
<input type="checkbox"/> 0300	ALLEN BOOZ HAMILTON	LT	03365	None
<input type="checkbox"/> 1313	ALLEN TERRY	ENS	03365	None
<input type="checkbox"/> 1111	ALLEN TIM	SR	03365	None
<input type="checkbox"/> 0330	ALLEN WOODY	ENS	03365	None
<input type="checkbox"/> 2323	AMBROSE STEPHEN EDWARD	CAPT	03365	None
<input type="checkbox"/> 1212	ANDERSEN HANS CHRISTIAN	RADM	03365	None
<input type="checkbox"/> 1222	ANDERSEN JAMAL	LTJG	03365	None
<input type="checkbox"/> 1010	ANDERSON GILLIAN	ENS	03365	None
<input type="checkbox"/> 2222	ANDERSON MIKE	LTJG	03365	None
<input type="checkbox"/> 3222	ANDERSON PAMELA	ENS	03365	None
<input type="checkbox"/> 1312	ANDREWS JULIE	CAPT	03365	None
<input type="checkbox"/> 2222	ANTHONY MARK	LCDR	03365	None
<input type="checkbox"/> 4333	ARMSTRONG NEIL	RADM	03365	None
<input type="checkbox"/> 1010	ARNOLD TOM	ENS	03365	None
<input type="checkbox"/> 2121	ARRINGTON LAVAR	LTJG	03365	None
<input type="checkbox"/> 1011	BACON KEVIN	CAPT	03365	None

Ready

Depending on your authorization type, some of the buttons may be disabled. Only authorized releasers can delete/add/edit

Downloaded Rosters

Some very important notes about downloaded rosters:

- Rosters are available to be downloaded every week.
- Rosters should be downloaded as frequently as possible. Remember, unit transactions require the most accurate possible roster when creating the associated “Absent on Sailing” (PMAS) or “Absent on Return” (PMAR) transactions.
- When downloaded, the new roster will overwrite any additions/deletions/changes you have made to the previous roster. Frequent downloads of the roster will minimize such offline work.
- If you do not update your roster, after 90 days, the ITEMPO Offline software will force you to download a new roster before creating any new transactions.

Authorizations

YONG STEPHEN - ITEMPO OFFLINE						
File View Transactions Help						
ADMIN VIEW	MAIN VIEW	ROSTER VIEW	DELETE CHECKED	EDIT CHECKED	ADD TO ROSTER	UNCHECK ALL
BUILD PUDB	BUILD PUDE					
As of December 30, 2001			Roster for UIC: 21367			
SSN (Last 4)	Name	Rank	UIC	DOB	Authorization	
<input type="checkbox"/> 9999	AARON HENRY	RADM	21367	19580124	Releaser	}
<input type="checkbox"/> 1111	AGASSI ANDRE JOSEPH	LTJG	21367	19720201	Builder	
<input type="checkbox"/> 1111	ALLEN BOOZ HAMILTON	EM3	21367	19800407	None	
<input type="checkbox"/> 6435	BARCINDEBAR WILLIAM	SKSR	21367	19780205	None	
<input type="checkbox"/> 7826	BARNARD KEVIN SCOT	ET3	21367	19750205	None	
<input type="checkbox"/> 4499	BARTHA CHRISTOPHER MICHAEL	STS3	21367	19751106	None	
<input type="checkbox"/> 4954	BAZER JESS MICHAEL	FTSN	21367	19781206	None	
<input type="checkbox"/> 7019	BEAVER TODD MICHAEL	ET3	21367	19801224	None	
<input type="checkbox"/> 6089	BELITZ JASON DARRYL	MM3	21367	19800209	None	
<input type="checkbox"/> 1696	BENNETT ANTHONY JUSTIN	ET3	21367	19790620	None	
<input type="checkbox"/> 1094	BENNETT RICHARD LEROY	ETSA	21367	19730227	None	
<input type="checkbox"/> 3374	BERNARDINI JOHN BRIAN	MM2	21367	19780402	None	
<input type="checkbox"/> 8023	BERTCH TIMOTHY CRESTON	CDR	21367	19600712	None	
<input type="checkbox"/> 2019	BLOODWORTH CHARLES DAVID	MMC	21367	19680530	None	
<input type="checkbox"/> 9023	BURR WYATT JOHN	SK2	21367	19750523	None	
<input type="checkbox"/> 4846	CALLISTE KEVIN JOSEPH	MS2	21367	19760702	None	
<input type="checkbox"/> 1633	CANFIELD CHRIS CALIN	ET2	21367	19621223	None	
<input type="checkbox"/> 6733	CANNON DILLARD LYNN JR	EM2	21367	19730531	None	
<input type="checkbox"/> 5167	CASTRO JONALD WAYNE	STS2	21367	19730924	None	
<input type="checkbox"/> 2871	CLEMENTS KENNETH ALAN SR	MMCS	21367	19620125	None	
<input type="checkbox"/> 3541	CONLEY ANDREW JAMES	MSSN	21367	19810709	None	
<input type="checkbox"/> 6218	CORDER GREGORY ALLAN	ENS	21367	19760323	None	
<input type="checkbox"/> 5204	COUTURE MICHAEL ALAN	EM1	21367	19710106	None	
<input type="checkbox"/> 1423	DELGADOGUZMAN ELADIO	STS1	21367	19660416	None	
<input type="checkbox"/> 5940	DELGROSSO DEAN GEORGE	MM1	21367	19610620	None	
<input type="checkbox"/> 7738	DELLAS MICHAEL PETER	STSC	21367	19641203	None	
Ready						

- The roster view will also reflect those individuals who have the authority to build or release ITEMPO events.
- When the roster is first downloaded, those individuals who have such authority in the Online (Phase 1B) transaction system are automatically

Authorizations

YONG STEPHEN - ITTEMPO OFFLINE

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW DELETE CHECKED EDIT CHECKED ADD TO ROSTER UNCHECK ALL BUILD PUDB BUILD PUDE

As of December 30, 2001 Roster for UIC: 21367

SSN (Last 4)	Name	Rank	UIC	DOB	Authorization
<input type="checkbox"/> 9999	AARON HENRY	RADM	21367	19580115	Releaser
<input type="checkbox"/> 1111	AGASSI ANDRE JOSEPH	ET3	21367	19790201	Builder
<input checked="" type="checkbox"/> 1111	ALLEN BOOZ HAMILTON	EM3	21367	19800407	None
<input type="checkbox"/>	BARCINDEBAR WILLIAM	SKSR	21367	19780205	None
<input type="checkbox"/>	BARNARD KEVIN SCOT	ET3	21367	19750205	None
<input type="checkbox"/>	BARTHA CHRISTOPHER MICHAEL	STS3	21367	19751106	None
<input type="checkbox"/>	BAZER JESS MICHAEL	FTSN	21367	19781206	None
<input type="checkbox"/>	BEAVER TODD MICHAEL	ET3	21367	19801224	None
<input type="checkbox"/>	BELITZ JASON DARRYL	MM3	21367	19800209	None
<input type="checkbox"/>	BENNETT ANTHONY JUSTIN	ET3	21367	19790620	None
<input type="checkbox"/>	BENNETT RICHARD LEROY	ETSA	21367	19730227	None
<input type="checkbox"/>	BERNARDINI JOHN BRIAN	MM2	21367	19780402	None
<input type="checkbox"/>	BERTCH TIMOTHY CRESTON	CDR	21367	19600712	None
<input type="checkbox"/>	BLOODWORTH CHARLES DAVID	MMC	21367	19680530	None
<input type="checkbox"/>	BURR WYATT JOHN	SK2	21367	19750523	None
<input type="checkbox"/>	CALLISTE KEVIN JOSEPH	MS2	21367	19760702	None
<input type="checkbox"/>	CANFIELD CHRIS CALIN	ET2	21367	19621223	None
<input type="checkbox"/>	CANNON DILLARD LYNN JR	EM2	21367	19730531	None
<input type="checkbox"/>	CASTRO JONALD WAYNE	STS2	21367	19730924	None
<input type="checkbox"/>	CLEMENTS KENNETH ALAN SR	MMCS	21367	19620125	None
<input type="checkbox"/>	CONLEY ANDREW JAMES	MSSN	21367	19810709	None
<input type="checkbox"/>	CORDER GREGORY ALLAN	ENS	21367	19760323	None
<input type="checkbox"/>	COUTURE MICHAEL ALAN	EM1	21367	19710106	None
<input type="checkbox"/>	DELGADO GUZMAN ELADIO	STS1	21367	19660416	None
<input type="checkbox"/>	DELGROSSO DEAN GEORGE	MM1	21367	19610620	None
<input type="checkbox"/>	DELLAS MICHAEL PETER	STSC	21367	19641203	None

Ready

- If you wish to add or change an authorization, check the box next to the last 4 digits of the SSN.
- Then click on the “Edit Checked” button on the top menu.

Authorizations

YONG STEPHEN - ITTEMPO OFFLINE

File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW DELETE CHECKED EDIT CHECKED ADD TO ROSTER UNCHECK ALL BUILD PUDB BUILD PUDB

As of December 30, 2001 Roster for UIC: 21367

SSN (Last 4)	Name	Rank	UIC	DOB	Authorization
<input type="checkbox"/> 9999	AARON HENRY	RADM	21367	19580124	Releaser
<input type="checkbox"/> 1111	AGASSI ANDRE JOSEPH	LTJG	21367	19720301	Builder
<input checked="" type="checkbox"/> 1111	ALLEN BOOZ HAMILTON	EM3	21367	19800407	None
<input type="checkbox"/>	BARCINDEBAR WILLIAM				
<input type="checkbox"/>	BARNARD KEVIN SCOT				
<input type="checkbox"/>	BARTHA CHRISTOPHER MICHA				
<input type="checkbox"/>	BAZER JESS MICHAEL				
<input type="checkbox"/>	BEAVER TODD MICHAEL				
<input type="checkbox"/>	BELITZ JASON DARRYL				
<input type="checkbox"/>	BENNETT ANTHONY JUSTIN				
<input type="checkbox"/>	BENNETT RICHARD LEROY				
<input type="checkbox"/>	BERNARDINI JOHN BRIAN				
<input type="checkbox"/>	BERTCH TIMOTHY CRESTON				
<input type="checkbox"/>	BLOODWORTH CHARLES DAV				
<input type="checkbox"/>	BURR WYATT JOHN				
<input type="checkbox"/>	CALLISTE KEVIN JOSEPH				
<input type="checkbox"/>	CANFIELD CHRIS CALIN				
<input type="checkbox"/>	CANNON DILLARD LYNN JR				
<input type="checkbox"/>	CASTRO JONALD WAYNE				
<input type="checkbox"/>	CLEMENTS KENNETH ALAN SR				
<input type="checkbox"/>	CONLEY ANDREW JAMES	MSSN	21367	19810709	None
<input type="checkbox"/>	CORDER GREGORY ALLAN	ENS	21367	19760323	None
<input type="checkbox"/>	COUTURE MICHAEL ALAN	EM1	21367	19710106	None
<input type="checkbox"/>	DELGADO GUZMAN ELADIO	STS1	21367	19660416	None
<input type="checkbox"/>	DELGROSSO DEAN GEORGE	MM1	21367	19610620	None
<input type="checkbox"/>	DELLAS MICHAEL PETER	STSC	21367	19641203	None

EDIT ROSTER

SSN: 222331111

Name: ALLEN BOOZ HAMILTON

Rank/Rate: EM3

Onboard UIC: 21367

Date of Birth: 4/ 7/1980

Authorization Type: None

OK Cancel

- The “Edit Roster” screen will pop up.
- Using the dropdown menu, highlight the Authorization Type you wish to give this individual (None, Builder or Releaser) and click the “OK” button.

Authorizations

YONG STEPHEN - ITEMPO OFFLINE

File View Transactions Help

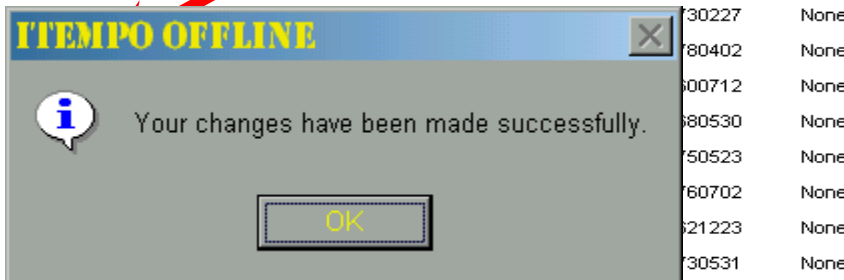
ADMIN VIEW MAIN VIEW ROSTER VIEW DELETE CHECKED EDIT CHECKED ADD TO ROSTER UNCHECK ALL BUILD PUDB BUILD PUDE

As of December 30, 2001 Roster for UIC: 21367

SSN (Last 4)	Name	Rank	UIC	DOB	Authorization
<input type="checkbox"/> 9999	AARON HENRY	RADM	21367	19580124	Releaser
<input type="checkbox"/> 1111	AGASSI ANDRE JOSEPH	LTJG	21367	19720201	Builder
<input type="checkbox"/> 1111	ALLEN BOOZ HAMILTON	EM3	21367	19860407	Builder
<input type="checkbox"/> 6435	BARCINDEBAR WILLIAM	SKSR	21367	19780205	None
<input type="checkbox"/> 7826	BARNARD KEVIN SCOT	ET3	21367	19750205	None
<input type="checkbox"/> 4499	BARTHA CHRISTOPHER MICHAEL	STS3	21367	19751106	None
<input type="checkbox"/> 4954	BAZER JESS MICHAEL	FTSN	21367	19781206	None
<input type="checkbox"/> 7019	BEAVER TODD MICHAEL	EM3	21367	19801224	None
<input type="checkbox"/> 6089	BELITZ JASON DARRYL	MM3	21367	19800209	None
<input type="checkbox"/> 1696	BENNETT ANTHONY JUSTIN	ET3	21367	19790620	None
<input type="checkbox"/> 1094				30227	None
<input type="checkbox"/> 3374				80402	None
<input type="checkbox"/> 8023				00712	None
<input type="checkbox"/> 2019				80530	None
<input type="checkbox"/> 9023				50523	None
<input type="checkbox"/> 4846				60702	None
<input type="checkbox"/> 1633				21223	None
<input type="checkbox"/> 6733				30531	None
<input type="checkbox"/> 5167	CASTRO JONALD WAYNE	STS2	21367	19730924	None
<input type="checkbox"/> 2871	CLEMENTS KENNETH ALAN SR	MMCS	21367	19620125	None
<input type="checkbox"/> 3541	CONLEY ANDREW JAMES	MSSN	21367	19810709	None
<input type="checkbox"/> 6218	CORDER GREGORY ALLAN	ENS	21367	19760323	None
<input type="checkbox"/> 5204	COUTURE MICHAEL ALAN	EM1	21367	19710106	None
<input type="checkbox"/> 1423	DELGADOGUZMAN ELADIO	STS1	21367	19660416	None
<input type="checkbox"/> 5940	DELGROSSO DEAN GEORGE	MM1	21367	19610620	None
<input type="checkbox"/> 7738	DELLAS MICHAEL PETER	STSC	21367	19641203	None

Ready

- Another pop up screen will reflect a successful change.
- EM3 Allen is now reflected as a 'builder' of ITEMPO events.



Authorizations

YONG STEPHEN - I-TEMPO OFFLINE					
File View Transactions Help					
ADMIN VIEW	MAIN VIEW	ROSTER VIEW	DELETE CHECKED	EDIT CHECKED	ADD TO ROSTER
UNCHECK ALL			BUILD PUDB		
As of December 30, 2001			Roster for UIC: 21367		
SSN (Last 4)	Name	Rank	UIC	DOB	Authorization
<input type="checkbox"/> 9999	AARON HENRY	RADM	21367	19580124	Releaser
<input type="checkbox"/> 1111	AGASSI ANDRE JOSEPH	LTJG	21367	19720201	Builder
<input type="checkbox"/> 1111	ALLEN BOOZ HAMILTON	EM3	21367	19800407	Builder
<input type="checkbox"/> 6435	BARCINDEBAR WILLIAM	SKSR	21367	19780205	None
<input type="checkbox"/> 7826	BARNARD KEVIN SCOT	ET3	21367	19750205	None
<input type="checkbox"/> 4499	BARTHA CHRISTOPHER MICHAEL	STS3	21367	19751106	None
<input type="checkbox"/> 4954	BAZER JESS MICHAEL	FTSN	21367	19781206	None
<input type="checkbox"/> 7019	BEAVER TODD MICHAEL	ET3	21367	19801224	None
<input type="checkbox"/> 6089	BELITZ JASON DARRYL	MM3	21367	19800209	None
<input type="checkbox"/> 1696	BENNETT ANTHONY JUSTIN	ET3	21367	19790620	None
<input type="checkbox"/> 1094	BENNETT RICHARD LEROY	ETSA	21367	19730227	None
<input type="checkbox"/> 3374	BERNARDINI JOHN BRIAN	MM2	21367	19780402	None
<input type="checkbox"/> 8023	BERTCH TIMOTHY CRESTON	CDR	21367	19600712	None
<input type="checkbox"/> 2019	BLOODWORTH CHARLES DAVID	MMC	21367	19680530	None
<input type="checkbox"/> 9023	BURR WYATT JOHN	SK2	21367	19750523	None
<input type="checkbox"/> 4846	CALLISTE KEVIN JOSEPH	MS2	21367	19760702	None
<input type="checkbox"/> 1633	CANFIELD CHRIS CALIN	ET2	21367	19621223	None
<input type="checkbox"/> 6733	CANNON DILLARD LYNN JR	EM2	21367	19730531	None
<input type="checkbox"/> 5167	CASTRO JONALD WAYNE	STS2	21367	19730924	None
<input type="checkbox"/> 2871	CLEMENTS KENNETH ALAN SR	MMCS	21367	19620125	None
<input type="checkbox"/> 3541	CONLEY ANDREW JAMES	MSSN	21367	19810709	None
<input type="checkbox"/> 6218	CORDER GREGORY ALLAN	ENS	21367	19760323	None
<input type="checkbox"/> 5204	COUTURE MICHAEL ALAN	EM1	21367	19710106	None
<input type="checkbox"/> 1423	DELGADOGUZMAN ELADIO	STS1	21367	19660416	None
<input type="checkbox"/> 5940	DELGROSSO DEAN GEORGE	MM1	21367	19610620	None
<input type="checkbox"/> 7738	DELLAS MICHAEL PETER	STSC	21367	19641203	None
Ready					

- Remember, you have only given EM3 Allen authorization to create events in this OFFLINE version.

- You will still need to provide such authorization for EM3 Allen in the **ONLINE** version as well.

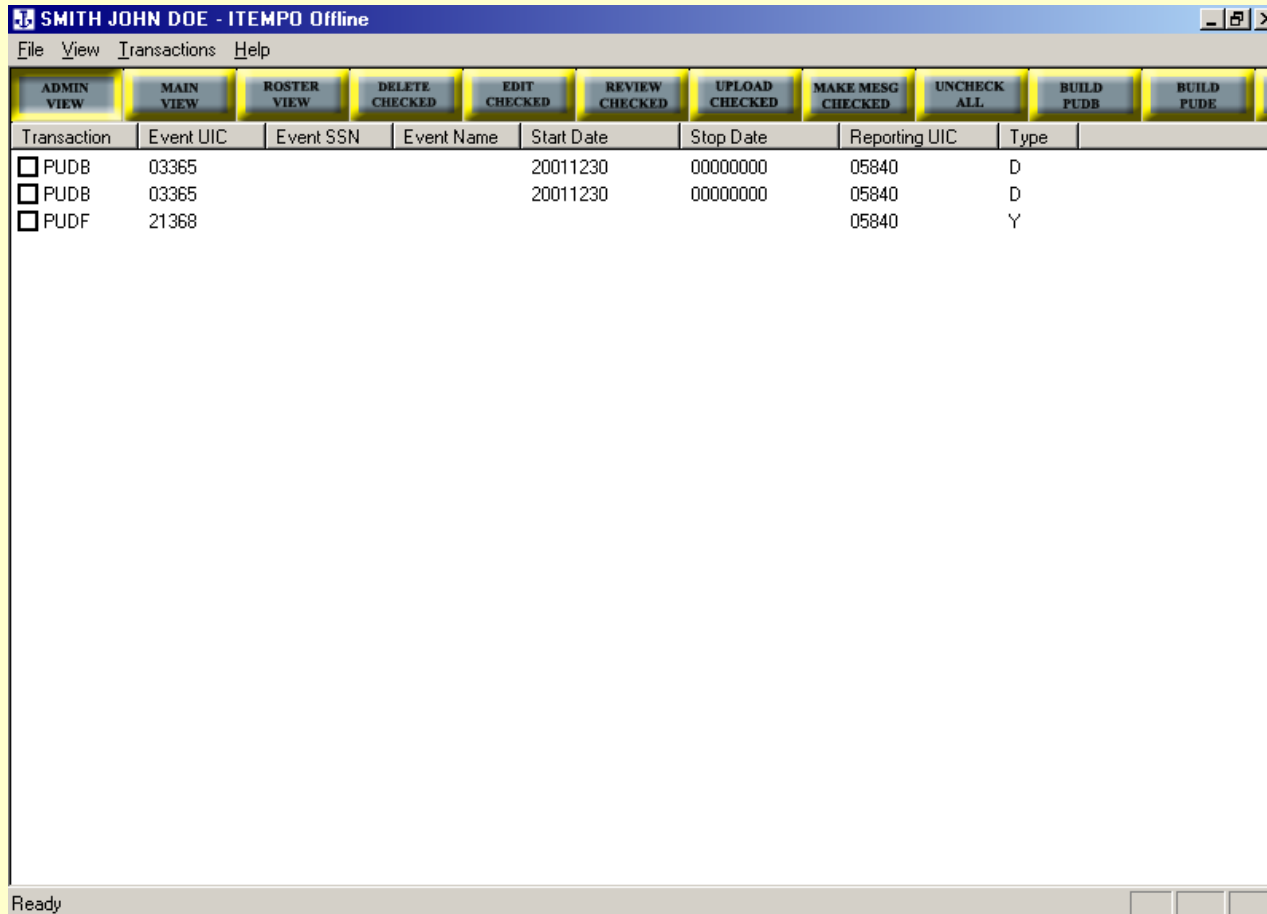
- If you do not, EM3 Allen's OFFLINE authorization will be removed when you next download your roster file; the **ONLINE** authorization for EM3 Allen ("None") will overwrite the offline authorization.

The Admin View Screen

Transaction	Event UIC	Event SSN	Event Name	Start Date	Stop Date	Reporting UIC	Type
<input type="checkbox"/> PUDB	03365			20011230	00000000	05840	D
<input type="checkbox"/> PUDB	03365			20011230	00000000	05840	D
<input type="checkbox"/> PUDF	21368					05840	Y

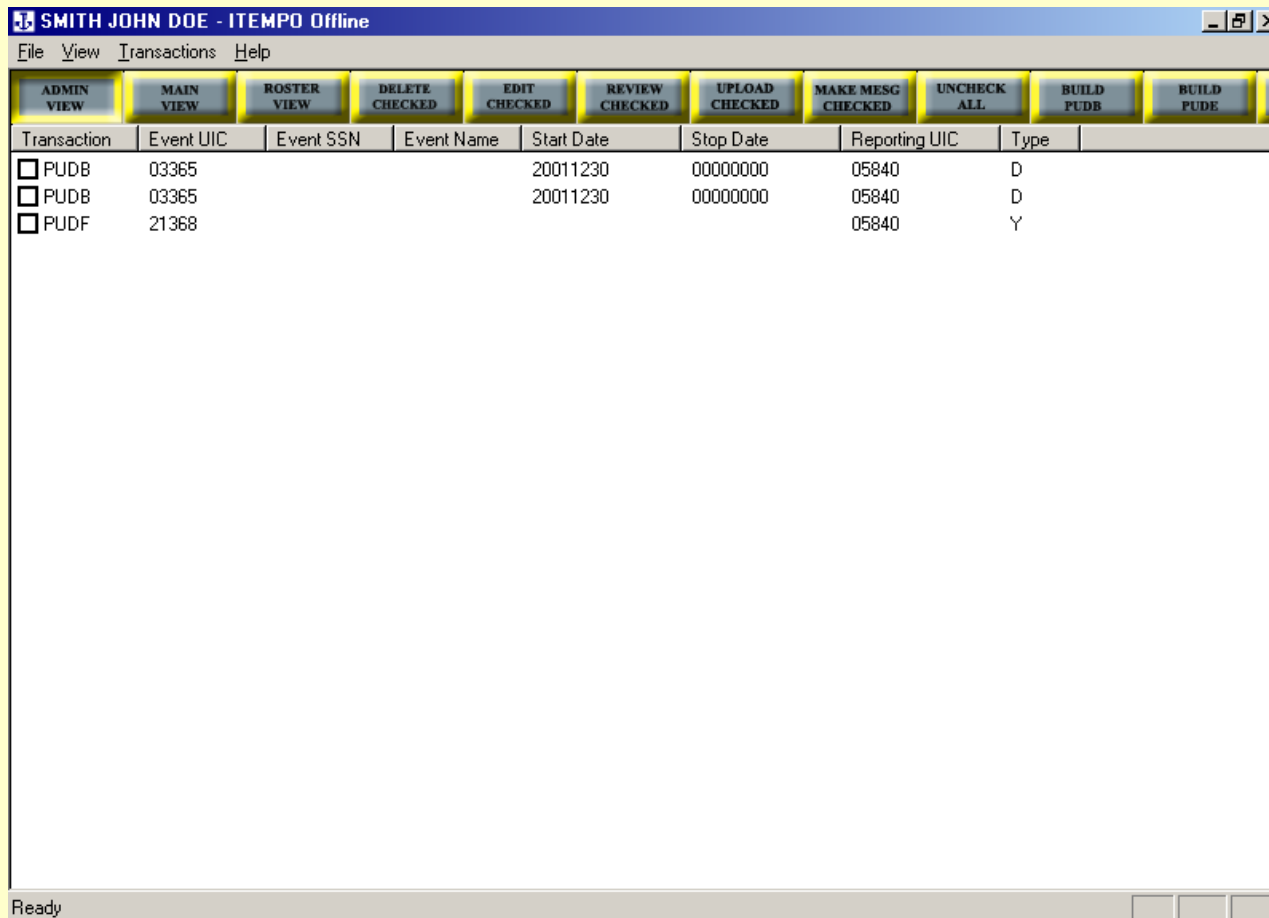
The admin view can be displayed by clicking on the “Admin View” button. You will see detailed information of queued transactions

The Admin View Screen



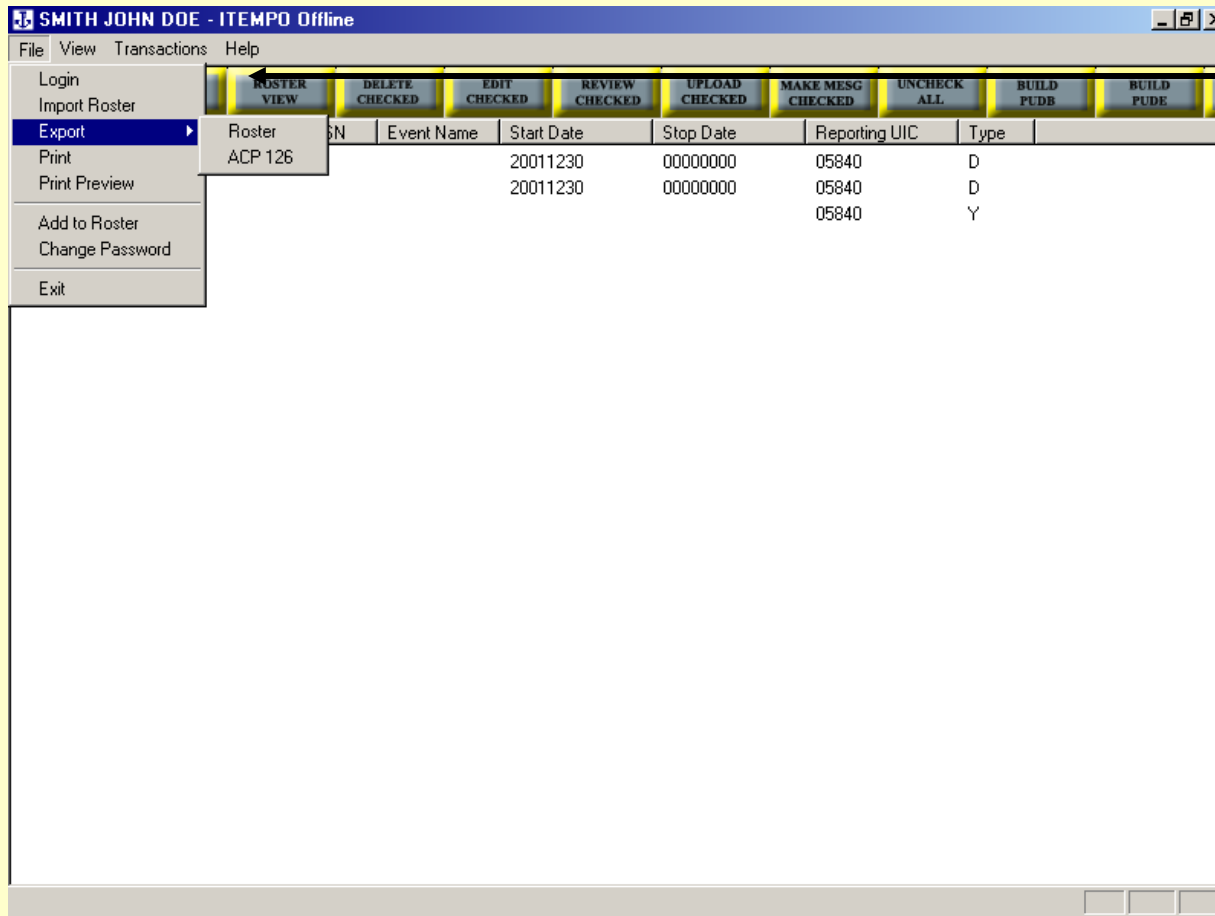
Using the command buttons you can edit, delete, and upload transactions. You can also generate ACP 126 ITEMPO (DMS) messages.

The Admin View Screen



Depending on your authorization type, some of the buttons may be disabled. Only authorized releasers can upload transactions.

Using the Menus



Various commands are available using the the menus.

Under the File Menu, you can re-login, import a new roster, export a roster or a

ACP 126

(DMS)

message file, print, and

Using the Menus

The screenshot shows the 'SMITH JOHN DOE - ITEMPO Offline' application window. The 'View' menu is open, displaying options: Main View, Administration, Roster, Unit Status, and Options. The 'Main View' option is highlighted. The main window area is titled 'Build ITEMPO Events Via ITEMPO Offline'. It features a toolbar with buttons: ROSTER VIEW, BUILD PUDB, BUILD PUDE, BUILD PUDO, BUILD PMDB, BUILD PMDE, BUILD PMDO, BUILD PANV, and BUILD PAOT. Below the toolbar, there is a dropdown menu labeled 'Select an ITEMPO Transaction'. Below that is a label '-And-' followed by input fields for 'UIC: 03365' and 'SSN:'. A note states: 'NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.' Below the note is an input field for 'ITEMPO Reporting UIC: 03365' and a button labeled 'Click Here To Continue'.

Under the View Menu, you can change the View that you are looking at, view your unit status, or view/change ITEMPO Offline options.

Using the Menus

The screenshot shows a Windows-style dialog box titled "Options" with a close button (X) in the top right corner. The dialog is divided into three main sections:

- DMRS Message Options:**
 - Plain Language Address for your Unit:
 - Precedence (Default is "R"): (dropdown arrow)
 - Servicing Comm Center Routing Indicator (i.e., "RUCCBWF"):
 - Destination Routing Indicator (i.e., "RUBDFTL"):
- Reporting UIC:**
 - Enter the Reporting UIC to be used in your transactions:
- Upload Options:**
 - Do not modify this setting unless absolutely certain of ramifications.
 - Transfer IP Address:
 - FTP Transfer Type:
 - ☒ Active
 - ☐ Passive

At the bottom of the dialog are two buttons: "OK" and "Cancel".

- With the “Options” selection, you can change the PLAD, the info included in Format Line 2 of the message, the default Reporting UIC (your UIC), and the upload FTP address and type.
- We **STRONGLY** recommend NOT changing the FTP setting unless specifically directed!

Using the Menus

The screenshot shows the 'SMITH JOHN DOE - ITEMPO Offline' application window. The 'Transactions' menu is open, displaying options: 'Unit', 'Individual', 'Access', 'Upload All', 'Begin', 'End', 'Cancel', 'Omitted', and 'Feedback'. The 'Unit' option is selected. To the right of the menu, a row of buttons is visible: 'BUILD UDB', 'BUILD PUDE', 'BUILD PUDO', 'BUILD PMDB', 'BUILD PMDE', 'BUILD PMDO', 'BUILD PANV', and 'BUILD PAOT'. The main area of the window is titled 'Build ITEMPO Events Via ITEMPO Offline'. It contains a dropdown menu labeled 'Select an ITEMPO Transaction', a label '-And-', and input fields for 'UIC: 03365' and 'SSN:'. Below these is a 'NOTE' about constructing transactions using the UIC. At the bottom, there is an 'ITEMPO Reporting UIC: 03365' field and a 'Click Here To Continue' button.

The Transaction menu allows you to build unit, individual and access transactions. It also lets you upload all transactions to be

Using the Menus

The screenshot shows the 'SMITH JOHN DOE - ITEMPO Offline' application window. The menu bar includes 'File', 'View', 'Transactions', and 'Help'. The 'Help' menu is open, displaying 'Contents' and 'About ITEMPO Offline...'. Below the menu bar, there are buttons for 'ADMIN VIEW', 'MAIN VIEW', and a row of 'BUILD' buttons: 'BUILD PUDE', 'BUILD PUDO', 'BUILD PMDB', 'BUILD PMDE', 'BUILD PMDO', 'BUILD PANY', and 'BUILD PAOT'. A red arrow points from the 'Help' menu to the 'Build ITEMPO Events Via ITEMPO Offline' option. The main area contains a 'Select an ITEMPO Transaction' dropdown, a '-And' separator, and input fields for 'UIC: 03365' and 'SSN:'. A 'NOTE' is displayed below these fields. At the bottom, there is an 'ITEMPO Reporting UIC: 03365' field and a 'Click Here To Continue' button. The status bar at the bottom reads 'Displays the contents for the online documentation'.

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW Contents About ITEMPO Offline...

BUILD PUDE BUILD PUDO BUILD PMDB BUILD PMDE BUILD PMDO BUILD PANY BUILD PAOT

Build ITEMPO Events Via ITEMPO Offline

Select an ITEMPO Transaction

-And

UIC: 03365 SSN:

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.

ITEMPO Reporting UIC: 03365

Click Here To Continue

Displays the contents for the online documentation

Under the Help menu you can access the ITEMPO Offline Help screens which will give you more detailed instructions on ITEMPO Offline.

Use of Category and Purpose Codes

SMITH JOHN DOE - ITEMPO Offline

File View Transactions Help

ADMIN VIEW MAIN VIEW Contents About ITEMPO Offline...

BUILD PUDE BUILD PUDO BUILD PMDB BUILD PMDE BUILD PMDO BUILD PANV BUILD PAOT

Build ITEMPO Events Via ITEMPO Offline

Select an ITEMPO Transaction

-And

UIC: 03365 SSN:

NOTE: Singular and Multiple Individual Transactions may be constructed using the UIC of the personnel affected. Select the affected personnel from the UIC personnel select after providing required Date field on the next page.

ITEMPO Reporting UIC: 03365

Click Here To Continue

Displays the contents for the online documentation

This section is to be used in addition to the Help Menu to explain the use of the New Category and Purpose Codes, now required on all start (PUDB/PMDB) and omitted (PUDO/PMDO) ITEMPO transactions.

PUDB Categories

Unit Begin Event

Begin Event for UIC 03365

Enter ITEMPO Start Date: 12/29/2001

Enter ITEMPO Stop Date: 12/29/2001

Were there individuals Absent on Sailing?
☒ Yes ☐ No

If yes, select Individuals from Personnel list ordered by:
☒ Name ☐ SSN

ITEMPO Type
☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes. The following slides show the valid

ITEMPO Category

Code	Category	Definition
A	Operation	An Operation is defined as a military action or the carrying out of a strategic, tactical, service, training, or administrative military mission; providing support to domestic civil, humanitarian, or counter-drug military mission; the process of carrying on combat, including movement, supply, attack, defense and maneuvers needed to gain the objectives of any battle or campaign. Operations are generally named by the OJCS.
B	Exercise	Exercise is defined as support to a named military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation. It may be a combined, joint, or single Service exercise, depending on participating organizations.
C	Unit training	Unit Training is defined as all or part of a unit accomplishing training objectives at a location other than the permanent duty location. Unit training includes exercises that have not received an official designation.
D	Mission support TAD/TDY	Mission Support TAD/TDY is defined as duties that include meetings, conferences, staff visits, staff augmentation, and medical appointments.
E	Individual training	Individual Training TAD/TDY is institutional training conducted in a school or training center of a centralized, DoD or single service, training organization.
F	Home Station training	Home Station Training is training conducted within the limits of an installation/base. This area has been predetermined and is documented by appropriate authorities.
G	Duty in garrison	Duty performed at the permanent location that the member's unit occupies when not committed to an operation. NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT WATCHSTANDING AS AN ITEMPO DEPLOYMENT EVENT.

ITEMPO Category

Code	Category	Definition
H	Hospitalization in area of Permanent Duty Station (PDS)/homeport	Hospitalization is the formal admission to a medical treatment facility. PDS is the homeport of a ship or of a ship-based staff to which member is assigned or attached for duty other than TDY is the PDS for (dependents' transportation, and transportation of HHG, mobile homes, and/or POV's, and geographically-based station allowances.
I	Disciplinary event	Discipline is the confinement of Armed Forces members where they are restricted from performing normal duties.
J	Inactive duty training	Inactive Duty Training (IDT) is training performed under orders by a member of a Reserve Component not on active duty or active duty for training not performed at the permanent training site. IDT consists of regularly scheduled unit training assemblies, additional training assemblies, periods of appropriate duty or equivalent training, and any special additional duties authorized for Reserve component personnel. NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT ANY IDT AS AN ITEMPO DEPLOYMENT EVENT.
K	Muster duty	Muster Duty is the personnel status accounting of members attached to a Reserve command. NOTE: DO NOT USE THIS CODE. NAVY DOES NOT COUNT MUSTER DUTY AS AN ITEMPO DEPLOYMENT EVENT.
L	Funeral honors duty	Funeral Honors Duty is performed by Reserve Component members to render military honors to deceased Armed Forces members.
Z	Unknown	Any category that does not meet the definition of any other category noted above.

PUDB Purposes

Unit Begin Event

Begin Event for UIC 03365

Enter ITEMPO Start Date: 12/29/2001

Enter ITEMPO Stop Date: 12/29/2001

Were there individuals Absent on Sailing?
☒ Yes ☐ No

If yes, select Individuals from Personnel list ordered by:
☒ Name ☐ SSN

ITEMPO Type
☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other⁶⁴

ITEMPO Purpose

- *ITEMPO Purpose Code (if ITEMPO Category = "A")*

Code	Purpose	Definition
A	Contingency operation	Contingency Operations are designated by the Secretary of Defense as operations in which members of the Armed Forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing force.
B	National Emergency	A National Emergency is a condition declared by the President or the Congress that authorizes certain emergency actions be undertaken in the national interest.
C	War	War is an armed conflict between the Armed Forces of two or more states or coalitions, involved in large-scale sustained combat operations to achieve national strategies/objectives or protect national interests. This would only apply to operations that have been declared "war" by the Congress of the United States
D	Counter-drug operation	A Counter Drug operation is a military action taken to detect, monitor, and counter the production, trafficking, and use of illegal drugs.
E	Law enforcement operation	A Law Enforcement Operation supports law enforcement authorities to counter international criminal activities (terrorism, narcotics trafficking, slavery, and piracy), and to suppress domestic rebellion in foreign countries.
F	U. S. domestic civil operation	US Domestic Civil operations include those activities and measures taken by the Department of Defense to foster mutual assistance and support between the Department of Defense and any civil government agency in planning, preparing for, or applying resources for border patrol augmentation, and in response to the consequences of civil emergencies or attacks, including national security emergencies.

ITEMPO Purpose

- *ITEMPO Purpose Code (if ITEMPO Category = "A")*

Code	Purpose	Definition
G	Humanitarian operation	A Humanitarian operation is conducted to relieve or reduce the results of natural or manmade disasters or other endemic conditions such as human pain, disease, hunger, or privation that might present a serious threat to life or that can result in great damage to or loss of property. Assistance provided under these provisions can include: <ol style="list-style-type: none"> 1. Medical, dental, and veterinary care provided in rural areas of a country; 2. Construction of rudimentary surface transportation systems; 3. Well drilling and construction of basic sanitation facilities; 4. Rudimentary construction and repair of public facilities.
H	Peacekeeping operation	A Peace Keeping operation is a military action, undertaken with the consent of all major disputing parties, designed to monitor and facilitate implementation of an agreement (such as a cease-fire or truce) and support diplomatic efforts to reach a long-term political settlement.
I	Surveillance operation	Surveillance is the systematic observation of aerospace, surface, or subsurface areas, places, persons, or things, by visual, auditory, electronic, photographic, or other means.
O	Forward presence	Forward Presence is the visible posture of US forces and infrastructure strategically positioned in or near key regions around the globe, to contribute to the stability, continuity, and flexibility that protects US interests.
P	Hospitalization	Hospitalization is the formal admission to a medical treatment facility.
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

ITEMPO Purpose

- *ITEMPO Purpose Code (if ITEMPO Category = "B")*

Code	Purpose	Definition
J	Joint or combined exercise	A Joint/Combined exercise is a military maneuver or simulated wartime operation involving planning, preparation, and execution. It is carried out for the purpose of training and evaluation. A joint exercise involves more than one US Armed Force. A combined exercise involves one or more US Armed Forces and one or more allies.
K	Service exercise	Service exercise is defined as a single Armed Force's military maneuver or simulated wartime operation involving planning, preparation, and execution carried out for the purpose of training and evaluation.
L	NATO exercise	A NATO Exercise is a combined military maneuver or simulated wartime operation conducted by forces of two or more allied NATO nations acting together for the accomplishment of a single mission.
P	Hospitalization	Hospitalization is the formal admission to a medical treatment facility.
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

ITEMPO Purpose

- *ITEMPO Purpose Code (if ITEMPO Category = "C")*

Code	Purpose	Definition
M	Unit training at a combined training center	Combined Training Center is the location where one or more Services conduct training to meet specific training requirements, test new methodologies, and receive independent training evaluations.
N	Unit training at a designated training area	The Designated Training Area is the location where training is conducted within the limits of an installation/base/local operating area of a ship or vessel. This area has been predetermined and is documented by appropriate authorities.
P	Hospitalization	Hospitalization is the formal admission to a medical treatment facility.
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

ITEMPO Purpose

- *ITEMPO Purpose Code* (if *ITEMPO Category* = All others, not "A", "B" or "C")

Code	Purpose	Definition
Z	Unknown	Any purpose that does not meet the definition of any other purpose noted above.

PUDO - Categories

Omitted Unit Event

Omitted Event for UIC 21368

Enter ITEMPO Start Date Enter ITEMPO Stop Date

12/30/2001 12/30/2001

Are there Individuals to be Excluded?

☒ Yes ☐ No

If yes, Personnel are to be sorted by

☒ Name ☐ SSN

ITEMPO Type

☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See **Pages 62-63** in this guide for a list of all valid

PUDO - Purposes

Omitted Unit Event

Omitted Event for UIC 21368

Enter ITEMPO Start Date: 12/30/2001

Enter ITEMPO Stop Date: 12/30/2001

Are there Individuals to be Excluded?
☒ Yes ☐ No

If yes, Personnel are to be sorted by
☒ Name ☐ SSN

ITEMPO Type
☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.
- See [Pages 65-69](#) for a

PMDB - Categories

Individual Begin Event

Begin Event for LT SMITH JOHN DOE

Enter ITEMPO Start Date Enter ITEMPO Stop Date

12/30/2001 12/30/2001

ITEMPO Type

☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See **Pages 62-63** in this guide for a list of all valid

PMDB - Purposes

Individual Begin Event

Begin Event for LT SMITH JOHN DOE

Enter ITEMPO Start Date Enter ITEMPO Stop Date

12/30/2001 12/30/2001

ITEMPO Type

☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.
- See [Pages 65-69](#) for a

PMDO - Categories

Individual Omitted Event

Omitted Event for LT SMITH JOHN DOE

Enter ITEMPO Start Date Enter ITEMPO Stop Date

12/31/2001 12/31/2001

ITEMPO Type

☒ Deployed ☐ Non-Deployed

ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO Category and Purpose Codes must be selected from the drop-down boxes provided.
- Every deployment is broken down into categories and further defined into different purposes.
- See **Pages 62-63** for a list of all

PMDO - Purposes

Individual Omitted Event

Omitted Event for LT SMITH JOHN DOE

Enter ITEMPO Start Date: 12/31/2001

Enter ITEMPO Stop Date: 12/31/2001

ITEMPO Type:
☒ Deployed ☐ Non-Deployed

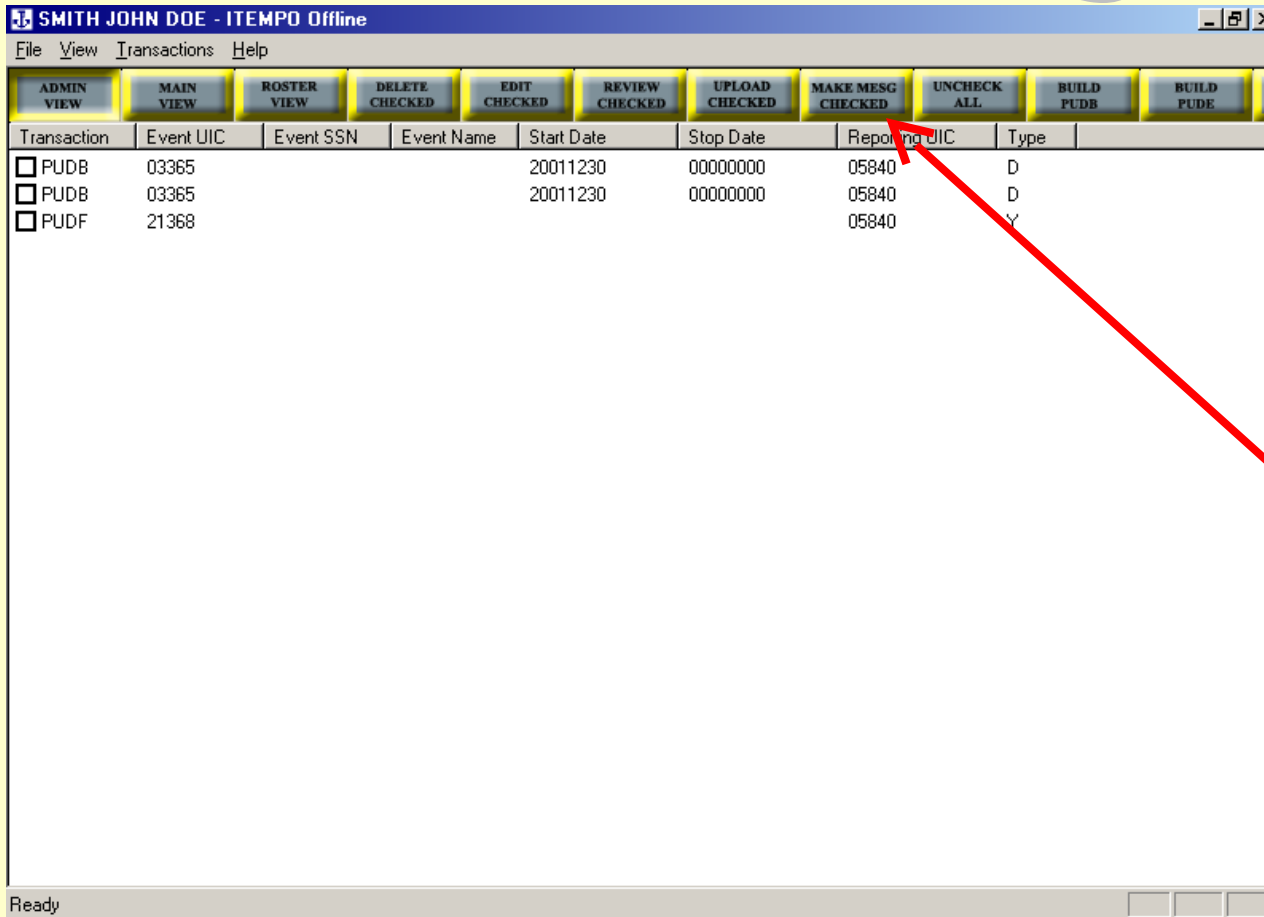
ITEMPO Category: A - Operation

ITEMPO Category Purpose: A - Contingency Operation

OK Cancel

- ITEMPO purposes are used to further define the type of deployment.
- If the ITEMPO Category is assigned a code of "A", "B" or "C", a specific further definition is identified via the use of the ITEMPO purpose code.
- For all other ITEMPO categories, an ITEMPO purpose code of "Z" for "Unknown" is used.
- See [Pages 65-69](#) for a

Generate DMRS Message



- If web connectivity is impractical or impossible, ITEMPO transactions can be sent via DMS/DMRS message by using the “Make MESSG checked” button.

Generate DMRS Message

YONG STEPHEN - ITEMPO Offline

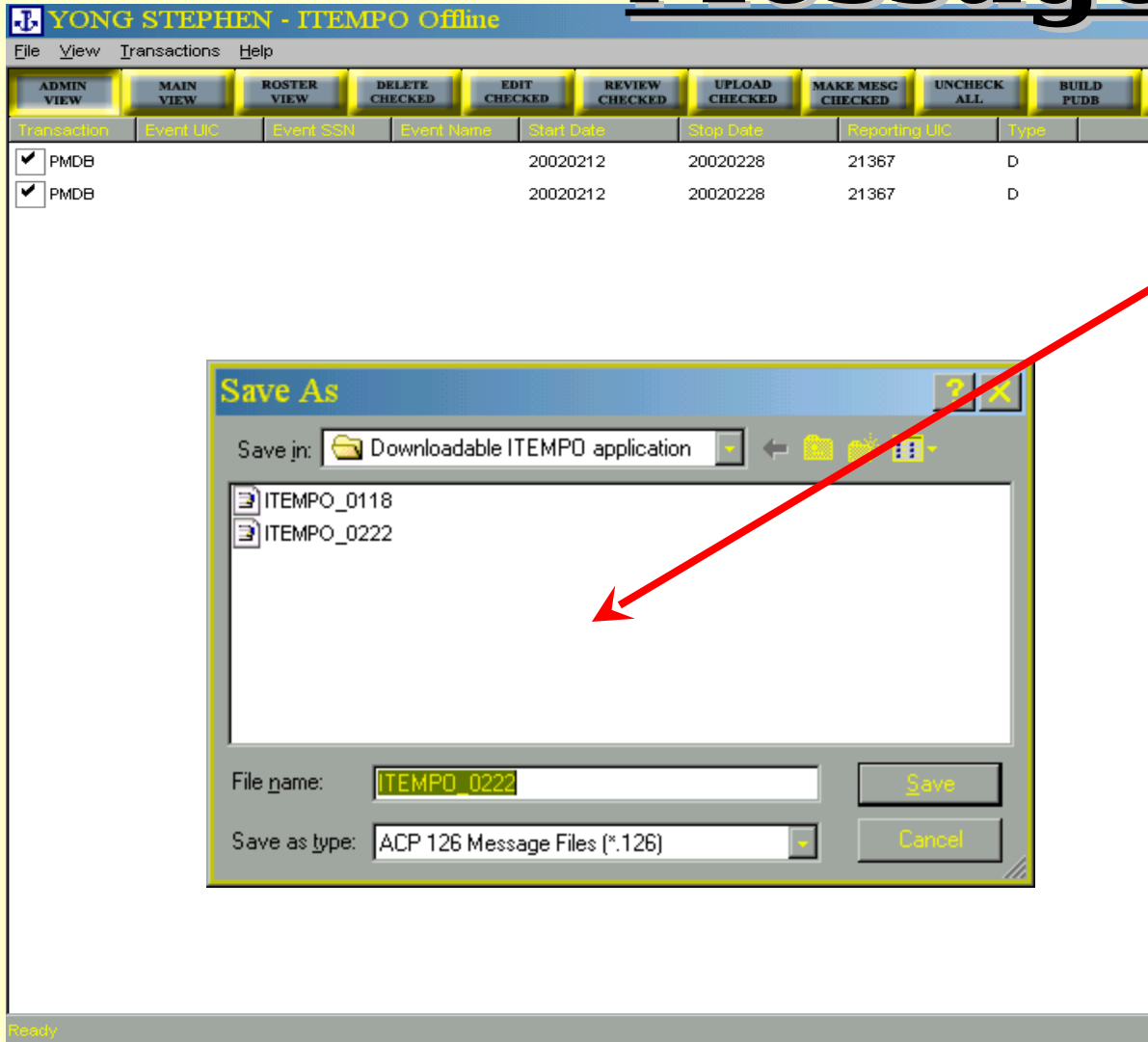
File View Transactions Help

ADMIN VIEW	MAIN VIEW	ROSTER VIEW	DELETE CHECKED	EDIT CHECKED	REVIEW CHECKED	UPLOAD CHECKED	MAKE MSG CHECKED	UNCHECK ALL	BUILD PUBB
Transaction	Event LAC	Event SSN	Event Name	Start Date	Stop Date	Relay LAC	Type		
<input checked="" type="checkbox"/> PMDB				20020212	20020228	21367	D		
<input checked="" type="checkbox"/> PMDB				20020212	20020228	21367	D		

Ready

- Click on the buttons to generate check marks for those transactions you wish to send via message.
- Then, click on the “MAKE MSG CHECKED” button on the top row of buttons.

Generate DMRS Message



- You will be prompted to save your message file. The file is saved as an ACP 126 file.
- VERY IMPORTANT: remember the location (folder) where you saved the file!

Generate DMRS Message

YONG STEPHEN - ITEMPO Offline
File View Transactions Help

ADMIN VIEW MAIN VIEW ROSTER VIEW DELETE CHECKED EDIT CHECKED REVIEW CHECKED UPLOAD CHECKED MAKE MESG CHECKED UNCHECK ALL BUILD PUBB

Make Mesg Checked Options

Verification of Default Message Elements

Verify the following default elements of Format Line 2 before release of this message:

Precedence (Default is "R") Servicing Comm Center Routing Indicator (i.e., "RUCCBWF")

Destination Routing Indicator (i.e., "RUBDFTL")

Verification of Message Data Elements

Verify the following data elements of Format Line 2:

Julian Date: Time of File:

Message Serial Number

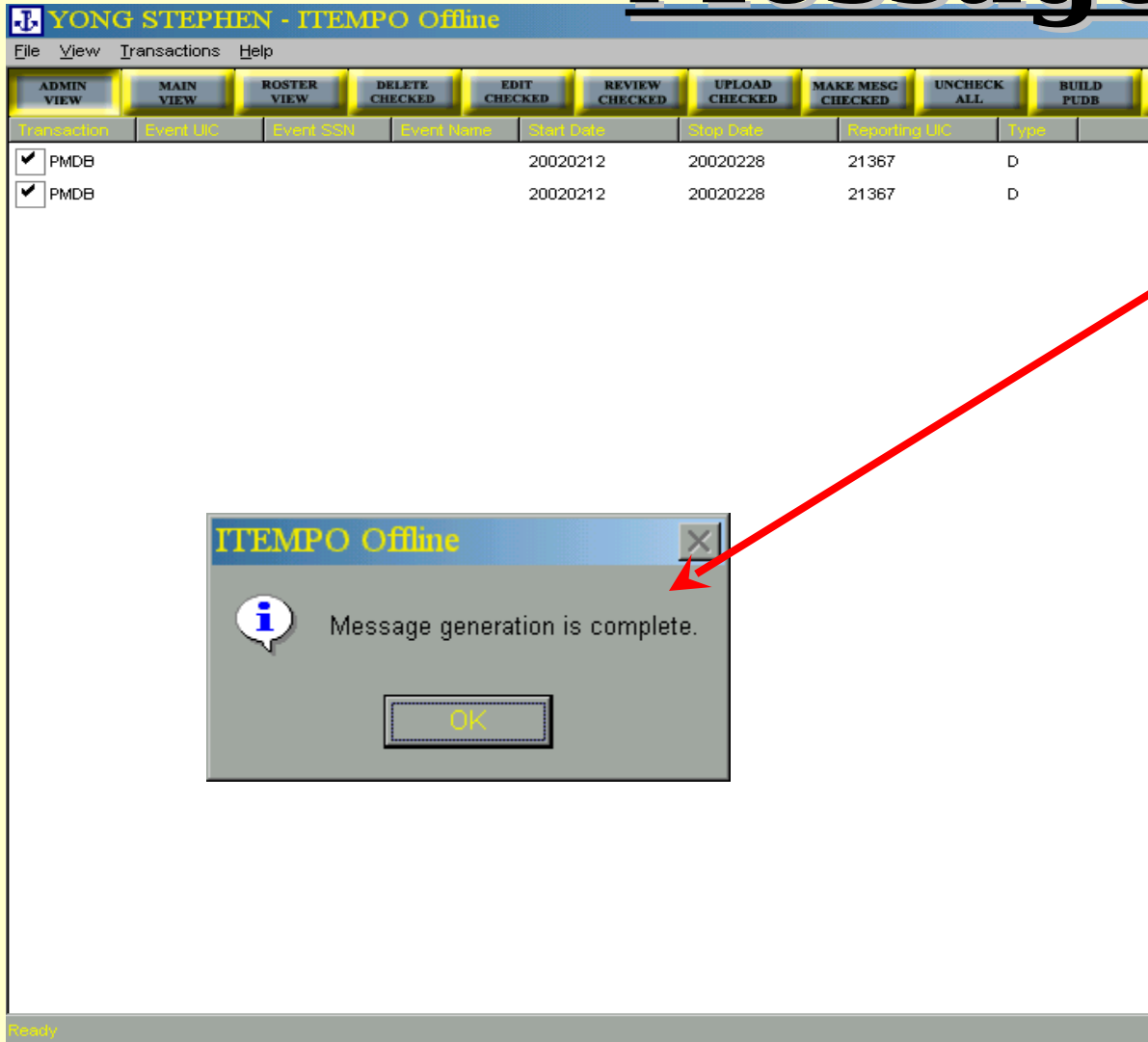
Input the message serial number (4 numbers, include leading zeros if appropriate);

OK Cancel

Ready

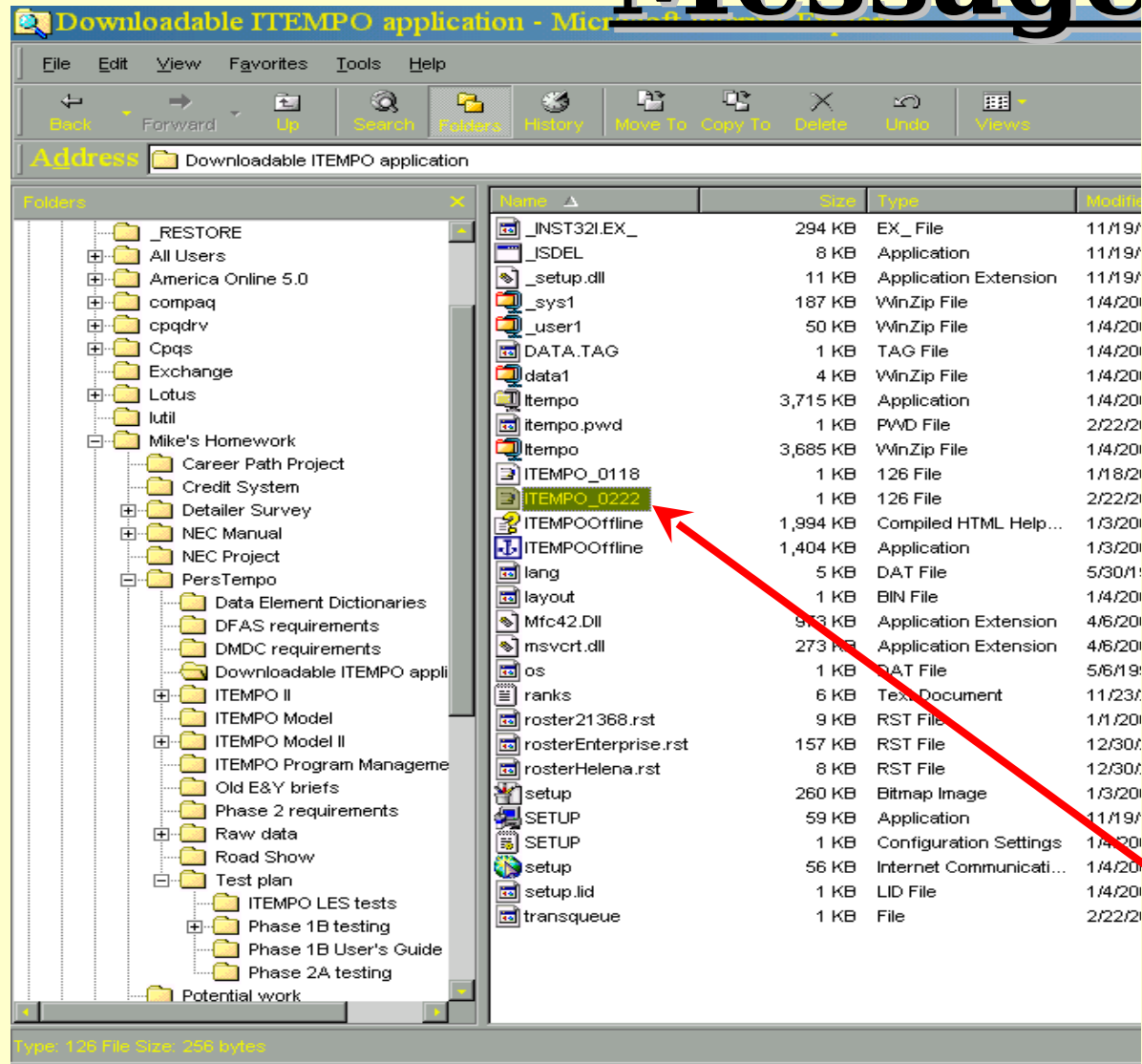
- Before releasing the message, the system will prompt you to review the message release options (message precedence and routing indicators) one last time.
- This screen will automatically fill in the julian date and time based on computer system time.
- You WILL be required to fill in the message serial number.

Generate DMRS Message



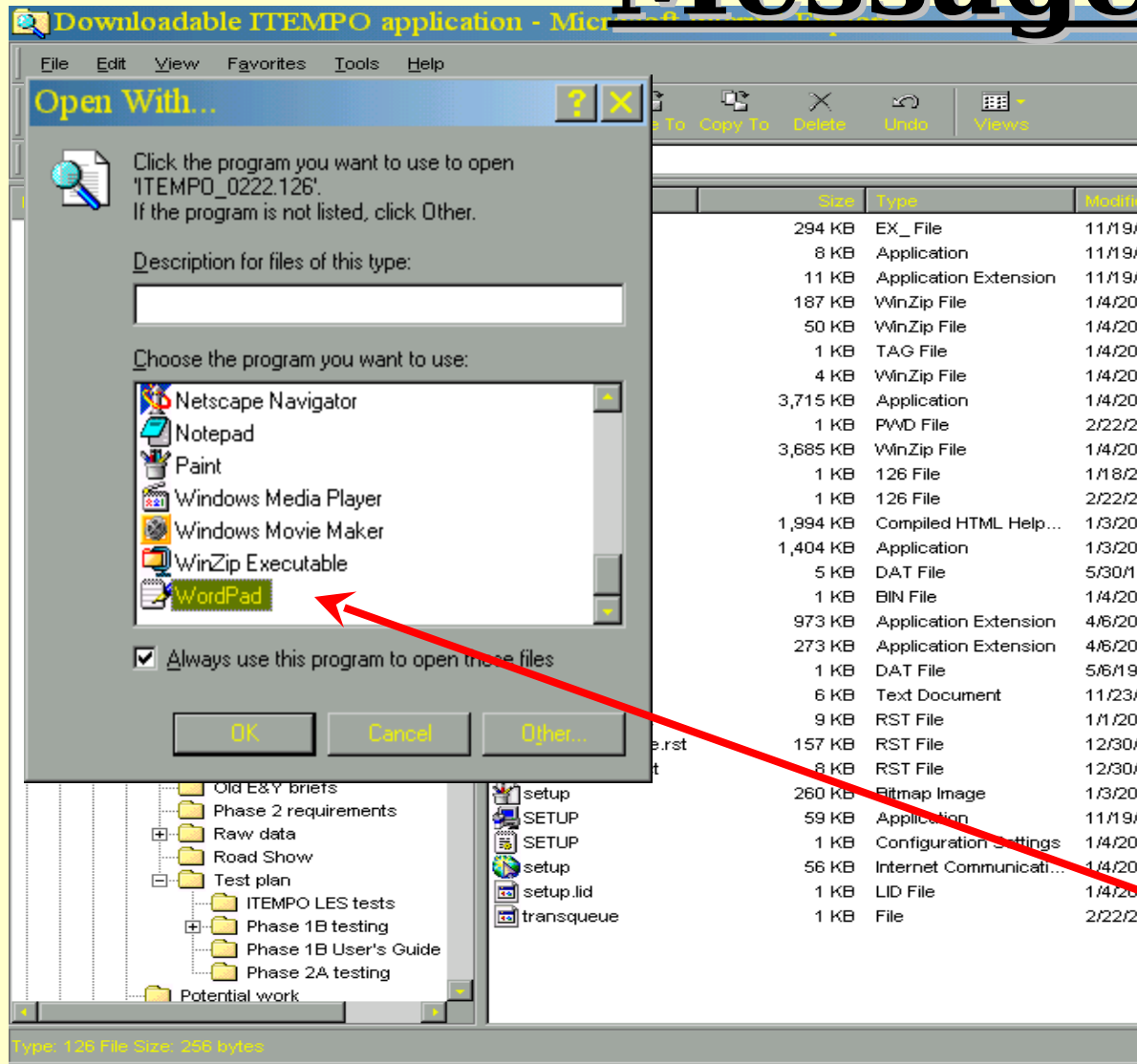
- The system will inform you that the message generation file has been saved.

Generate DMRS Message



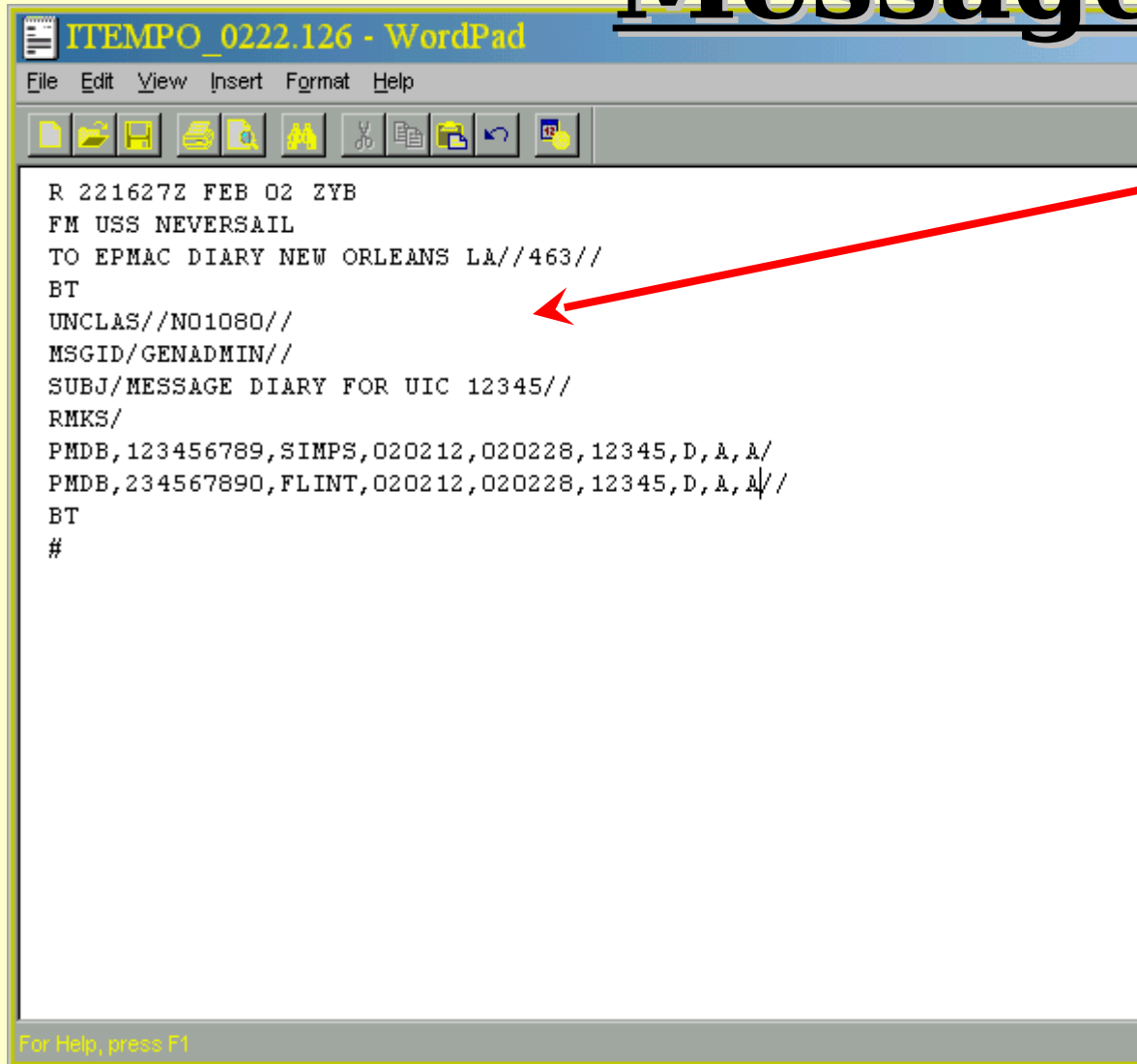
- If you cannot release the message as is, or cannot import the . 126 file directly into Turbo Prep for transmission as a message, or if you are using anything other than Turbo Prep to generate messages, you can open the 126 file to cut & paste the contents into your message.
- Highlight the file you wish to open by clicking/double clicking.

Generate DMRS Message



- You will most probably see this screen next, as the 126 file may not, on your PC/LAN, have an application assigned to open the file.
- In this case, either because we've had a problem with exporting this file into Turbo Prep, or we use some other software to generate messages, we have assigned WordPad to open the 126 file.

Generate DMRS Message



- WordPad has opened the file, and you see a complete DMRS message has been generated.
- You may cut & paste as necessary from the text shown to generate your DMRS message from this information.